

Title: **Employment Counsellor/Case Manager (On-Call Pool)**
Nature: **On-Call**
Location: **Lower Mainland**

Key Duties and Responsibilities:

1. Provides case management, individual employment counseling and formulates Return to Work Action Plans with clients
2. Assists clients in their job search process
3. Follows up with clients in their job search process
4. Prepares progress & follow up reports
5. Develops job leads and market clients to potential employers
6. Facilitates job search workshops
7. Promotes program to clients and community partners
8. Assists SES Management to implement daytime, evening & weekend programs
9. Assists in general operation of the office

Qualifications:

1. Bachelor's Degree in Social Sciences or related field
2. Minimum 1 year in employment counseling and group facilitation
3. Minimum 1 year experience with case management process and Contact IV
4. Experience working with both immigrant and mainstream populations
5. Experience in marketing and promotion
6. Knowledge of problem solving model
7. Familiar with community resources and referral system
8. Familiar with current labour market trends
9. Certificate in Job Club Facilitation, True Colors, Personality Dimensions, Making Sense of LMI, Starting Points, Employment Counseling an asset
10. CCDP certification a definite asset

Language Requirement: Fluent in English; fluency in a second language a strong asset

Additional Information

1. Willingness to travel and outreach
2. Required to work weekends, evenings occasionally

Duration: ASAP to April 30, 2012 (On call)

Salary: \$21.00 - \$25.08/hour

Please submit your application at www.success.bc.ca by **Friday, January 27 at 4:00pm**. Only shortlisted candidates will be contacted for interview. Thank you for your interest in this position.

*** Resume including the cover letter should not be more than 3 pages.**