



**Employment Posting for Richmond Youth Services Agency
Temporary Posting# JO-201211 Posted: 05-01-12 closing date: 13-01-12 (Internal/External)
Duration: Full time through March 31st, with possibility of renewal pending program funding**

RYSA seeks a dynamic and passionate career practitioner to work with clients to develop personal action plans, expand their skills and to secure employment. This position will work with clients to identify needs, develop their employability skills, overcome barriers to employment and assist with employment placements that lead to long term employment. You will work with groups of clients in the classroom, in the community, support clients and employers on the job and are involved in negotiating and monitoring client and program successes. If you are a positive person, well organized, outgoing, a team player, have a sound understanding of employability skills, are a proven facilitator and take pride in exceeding expectations we are looking for you. A second language is an asset in this position. Only applications selected for interviews will be contacted. Please refer to the job details below and submit your resume and cover letter describing how you will be able to exceed expectations for this position.

Submit your letter of interest to the hiring committee referencing JO-201211 in your application by email at employment@rysa.bc.ca , by fax at 604-271-7626 and by mail to #100-7900 Alderbridge Way Richmond BC V6X 2A5.

Position Title:	Job Developer/Employment Counsellor
Program:	Job Options
Department:	Employment Services Division
Status:	Bargaining Unit
Grid:	\$20.66 to \$23.65/hr
Headquarters:	100-7900 Alderbridge Way Richmond BC (satellite location in South Delta)

Mandatory Qualifications:

A diploma in social work, education, psychology, and a career practitioner certification or a related field is required. One year of job development/Employment Counselling or equivalent combination of education, training, and experience. Demonstrated working knowledge or specific employment related support services, applicable legislation, regulations, and current challenges in the employment support service area. Proven workshop and group facilitation skills. Understanding and experience of needs assessment and action plan/training plan development. Certificate in Essential Skills, Job Finding Club facilitation and/or Personality Assessments would be an asset. Proven experience in developing individualized employment opportunities for clients with barriers to transitioning to employment. Experience with networking, promotion, marketing and relationship management with employers is preferred. Flexibility and able to manage a number of tasks, timelines and priorities is critical to this role.

General Skills and Abilities:

The Job Developer must possess the following:

- well developed interpersonal, counselling, conflict resolution, oral and written communication skills;
- a demonstrated ability to teach employability skills in both one-to-one and group settings;
- good organization, time and general management skills;
- an ability to work in a fast paced environment;
- a well developed knowledge of group process and facilitation techniques;
- sound understanding of Labour Market Information, and community resources;
- Solid marketing and promotional skills in relation to clients and programs;
- an ability to work as part of an effective team with other program staff, community professionals and employers;
- good assessment skills and judgment in working with clients;
- Solid understanding of essential skills and employability skills;
- Proven understanding of job development techniques, and employer relations;
- Ability to manage, develop and maintain successful relationships with partners; and
- Sound administration, computer and reporting skills – this includes proficiency in English, Office Suite and recording outcome and related data.

Supporting children, youth and families to thrive and reach their dreams since 1974.



Summary Statement

The Job Developer/Vocational Counsellor is responsible for supporting participants to work through the employability spectrum, support skill development, lead workshops and employment readiness activities, promote the program and participants to employers, and work with employers towards successful placements and long term attachment of participants to the labour market. This includes working closely with the program team to ensure that support and efforts reflects participant needs, abilities and employment goals. You will coach, support and monitor clients progress through the skill development stage of the program and work with them to identify and secure employment. The job developer is expected to keep up with changes in the field, and have/maintain current knowledge of local job market, trends, demands and sector requirements.

The position works collaboratively with clients, other service providers and the staff team to positively engage and support participants to overcome barriers in their transition to employment, increase their employability skills and secure long term employment while assisting employers in meeting their HR needs. You will develop and deliver workshops and activities to support skill development, provide employment and career counselling/coaching support, manage client information and data, produce required reports and updates for the program or clients as required. Through conducting regular follow up and outreach to clients, partners, employers and community service providers you will promote and monitor success for the clients and program. There are clear outcomes and expectations, you will be expected to manage your case load and ensure quality service objectives and program outcomes are met. A vehicle and drivers licence are required for this position.

Additional Information

Staff are expected to practice in a culturally sensitive manner. A second language is an asset for this position. Staff are required to have a valid drivers license and access to a vehicle for this position. The position includes employer paid MSP, extended benefits, dental, life insurance and access to an RRSP/Pension plan subject to a probationary period. Vacation starts at 3 weeks per year and compensation and vacation increase based on length of service. RYSA is an equal opportunity employer.

NOTE: Statements included in these guidelines are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as all inclusive. Please read the posting requirements and submit all required information in the format requested. Thank you for your interest, only short listed applicants will be contacted.