

Employment Opportunity

Position Title: Employment Services & Supports
Training and Employment Coach (TEC)

Department: Employment Services (STARTE
Project)

Location: Victoria, BC

Salary: To commensurate with experience

Start Date: As soon as possible

Position Number: 2018-153

Days/Hours of Work: Tuesday to Friday,
30 hours per week, 8:00am – 4:30pm

Posting Period: Until filled

Status: Regular, Part-Time

Union: Exempt

JOB SUMMARY:

We are an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services, including providing training and supports to help job seekers improve employment readiness and find and keep work. We offer a competitive salary, comprehensive benefits package and a rewarding, stimulating work environment.

The Training and Employment Coach (TEC) will assess client needs, determine employment objectives and provide training, education and employment supports and services to assist clients in achieving their employment related objectives. The Training and Employment Coach is responsible for the overall case management and facilitation of eligible clients.

DUTIES AND RESPONSIBILITIES:

- Ensure a thorough knowledge of the Employment Services and Supports (ESS) model
- Ensure clients receive an introduction and orientation to all available resources within the ESS program
- Facilitate information sessions via phone pertaining to the eligibility criteria and training curriculum, and answer applicants' questions
- Schedule and conduct interviews in order to assess client's training and employment needs
- Complete employment needs assessment to prove clients are ready to work towards the objective of securing employment
- Develop a realistic, achievable, mutually agreed to, and customized Return to Work Action Plan (RTWAP) within one week of program start date.
- Engage Client in discussions to explore and resolve identified personal issues/factors that impact their ability to find and keep employment
- Support Clients throughout the case management process with employment counseling and using motivational techniques to encourage employment readiness as required

- Ensure that the level of support provided meets the clients' needs and supports them in moving towards employment
- Provide an appropriate level of support to clients in accessing community resources contained within their RTWAP, including facilitating and following up on referrals where required
- Ensure that the client has undertaken labour market research in relation to employment and career goals as needed by assisting the client in accessing and understanding relevant information
- Support clients as needed in accessing other potential training and/or education program options, funding options or self-employment
- Develop, revise, update, and document progress toward employment and employment readiness objectives and record completion of agreed to services, supports and other employment considerations, activities and tasks
- Assist in the delivery of Employment related workshops including Essential Skills training and Social Media training.
- Data Entry of client activity into Ministry computer database (CCIS)
- Provide support to team re: vacation & sick coverage

QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary education in related field (Career Development Professional Certification preferred)
- Minimum 3 years' experience working with individuals to assess need and coordinate case management supports and services
- 2-3 years' experience facilitating employment related programs, as well as Life-Skills and Essentials Skills trainings preferred
- Experience working as part of a team, including well developed communication and conflict resolution skills
- Aware of national and local labour market
- WHMIS Certification (to be renewed annually)
- Clear Police Criminal Record Check

KNOWLEDGE/SKILLS:

- Excellent communication skills
- Good organizational skills
- Ability to identify and meet the needs of others
- Displayed initiative and use of sound judgement
- Ability to apply effective conflict resolution skills
- Ability to develop others and serve others
- Expertise and focused on results
- Cooperative and a team player
- Solid MS Office skills, ability to use various forms of social media outlets

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-153.

Please note only those applicants who are selected to continue in the recruitment process will be contacted.