



## Employment Opportunity

<b>Position:</b> STARTE Team Lead/Lead Facilitator	<b>Position Number:</b> 2019-01
<b>Department:</b> Employment Services - ESS STARTE Project <b>Location:</b> 1452 Elford Street, Victoria, BC	<b>Days/Hours of Work:</b> Monday-Friday, 8:30 am to 5:00 pm, 37.5 hours per week
<b>Reports to:</b> Director of Employment Services	<b>Posting Period:</b> January 8-18th, 2019
<b>Salary:</b> \$28.00 per hour, plus benefits package	<b>Status:</b> Regular, Full-Time
<b>Start Date:</b> February 1, 2019	<b>Union:</b> Excluded

### 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, find and keep work. We offer a competitive salary, comprehensive benefits package and a rewarding, stimulating work environment.

This position will be the lead facilitator to the clients of the STARTE Project and will provide guidance and leadership to the STARTE team on a daily basis. The STARTE Team Lead/Lead Facilitator will be on-site to provide consultation and direction to the team regarding general and specific client issues in keeping with the program parameters as well as ensuring consistent, effective and quality service delivery and facilitation.

### DUTIES AND RESPONSIBILITIES:

- Oversee the design, development, implementation and facilitation of STARTE classroom curriculum ensuring Ministry contract requirements are met
- In consultation and cooperation with the Director of Employment Services, provide training and supervision of STARTE team members
- Assist the Director in identifying individual staff training needs
- Supervise the Training and Employment Coach (TEC's) and Marketing & Employer Coach (MEC) in the administration of duties to meet operational requirements
- Work with Director of Employment Services in developing and implementing marketing and recruitment strategies for registration of STARTE clients ensuring contract targets are met
- Ensure even distribution of STARTE clients in classes and assignment of clients to TEC's
- Develop and implement client assessment tools, interview forms and client action plans
- Ensure adequate staff coverage to meet the client needs
- Provides technical assistance regarding program, policies and procedures
- In conjunction with the Director, assist in meeting agenda preparation and co-chairing STARTE team meetings
- Administers quality assurance and best practices to ensure program operational integrity
- Prepare interim and summary reports as directed by management

- In co-operation with the Director of Employment Services, liaise with sub-contractors and organizations involved in Beacon STARTE contract delivery
- Perform other duties as required

#### QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary education in related field and/or combination of education and experience (Adult Education, Career Counselor Certification or Certified Career Development Practitioner preferred)
- Minimum 5 years' experience working with individuals with barriers to employment to assess needs and in coordinating client advised supports and services
- Minimum 3 years' experience in a supervisory capacity
- Minimum 3 years' facilitation experience in the employment services industry
- Experience in community relations
- Knowledge of local community resources, including funding resources and sources and eligibility for clients to access resources
- Aware of current national and local labour market
- WHMIS Certification (to be renewed annually)
- Clear Police Criminal Record Check (working with vulnerable population)
- Solicitor General Criminal Record Check
- A valid Driver's License and a reliable vehicle
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

#### KNOWLEDGE/SKILLS:

- Leadership skills
- Aware of current national and local labour market
- Results oriented
- Superior communication skills
- Demonstrated strong interpersonal skills
- Teamwork and cooperation
- Conflict resolution skills
- Computer Literate (Strong knowledge of Microsoft Office)

#### **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 2019-01. Please note only those applicants who are selected to continue in the recruitment process will be contacted.