

Employment Opportunity

Position Title: STARTE Training and Employment Coach (TEC)	Position Number: 2019-22
Department: Employment Services/ESS STARTE Project Location: Victoria BC	Days/Hours of Work: Monday-Wednesday, 8:00am-4:30pm, 22.5 hours per week
Salary: \$25.42 per hour	Posting Period: Until filled
Start Date: As soon as possible	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 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. Training and education includes classroom group facilitation. The Training and Employment Coach is responsible for the overall case management of eligible clients.

DUTIES AND RESPONSIBILITIES:

- Ensure a thorough knowledge of the Employment Services and Supports (ESS) STARTE model.
- Ensure clients receive an introduction and orientation to all available resources within the ESS program.
- 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 meeting with every accepted client.
- Facilitate and assist in the delivery of employment related workshops.
- 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.
- 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.
- Develop, create and review employment related workshops, as required.
- Along with other members of the team, enter required data in CCIS within the monthly timeline.
- Provide support to team re: vacation & sick coverage

QUALIFICATIONS/REQUIREMENTS:

- Post-secondary education in related field
- Certified Career Development Practitioner
- 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
- 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
- Meeting the needs of others
- Initiative
- Sound judgement
- 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 2019-22. Please note only those applicants who are selected to continue in the recruitment process will be contacted.