

## Employment Opportunity

<b>Position Title:</b> SWEET - Work Experience Employment Coordinator	<b>Position Number:</b> 2021-090
<b>Department:</b> Employment Services <b>Location:</b>	<b>Hours of Work:</b> Monday-Friday, 5 days, 37.5 hours per week, 8:30 AM-5 PM
<b>Compensation:</b> Commensurate with qualifications & experience	<b>Status:</b> Fulltime Temporary (15 Months) <b>Union:</b> Exempt
<b>Start Date:</b> As soon as possible	<b>Posting Period:</b> October 19, 2021 – until filled

### ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award winning and accredited organization that helps people and improves lives through a range of community programs and services that span every phase of people's lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team of around 200 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

### POSITION SUMMARY:

The role of the SWEET Coordinator assists individuals in obtaining work experience placements that will enable them to gain employment experience and skills related to their fields of studies or career goals, and at a minimum, gain employment that moves them along the continuum to their ideal position within their chosen career. Duties include recruitment of youth participants, locating perspective employers, facilitating placements of participants, administering wage subsidy and other program supports and assisting participants in transitioning to job readiness.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Recruit, interview, assess and select participants ensuring criteria is met
2. Provide local job and labour market information and identify employment opportunities and barriers
3. Support and motivate participants in learning about the employment opportunities and expectation of their chosen fields of study
4. Locate prospective employers in high demand fields appropriate to participants fields of study and/or career goals by performing duties such as making cold calls, networking and developing partnerships with employers
5. Market participants to employers to secure work experience placement and/or employment are achieved
6. Assess employer wage subsidy applications, negotiate and prepare participant-centered wage subsidy contracts and work site training plans
7. Develop and execute work experience coaching/mentoring plans to support participants throughout wage subsidy contract and follow up period
8. Receive, verify and submit wage subsidy payment claim forms for reimbursement
9. Conduct interviews with employers re: working relationship with employer and achievement of training goals
10. Use a wide variety of technology to communicate with employers and participants: Zoom, MS Teams, Skype, email, text, phone and/or fax
11. Complete and maintain related records and documentation, prepare interim and summary reports
12. Performs other duties as required

## **QUALIFICATIONS:**

- Completion of recognized post-secondary education in related field and/or a combination of education and experience
- Three years of experience in work experience, wage subsidy and/or job development and job coaching
- Knowledge of labour market, employment, training resources, post-secondary education and skilled trades training
- WHMIS (to be maintained annually)
- Valid license and vehicle required

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication skills, with a focus on listening, comprehension and speaking effectively
- Facility and adaptability to use computer software including MS Office
- Maintain Confidentiality
- Ability to work independently
- Ability to remain positive while adjusting to changing priorities
- Good organizational skills
- Ability to assess and prioritize tasks within a team environment
- Initiative
- Sound judgement
- Solution oriented
- Focused on results and task completion
- Intermediate conflict resolution skills
- Cooperative and a team player

## **ADDITIONAL INFORMATION:**

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
- All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.

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## **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position number **2021-090**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.