

Position Title: WorkBC Customized Employment Development (CED) Client Advisor	Position Number: 2022- 37
Department: Employment Services Location: Remote, 9860 Third Street, Sidney, BC and/or 268 Fulford Ganges Road, Salt Spring Island, BC	Days/Hours of Work: 22.5 hours per week Three days/week 8:30 – 5:00 p.m. (Occasional late shift Mondays 10:30 a.m. – 7p.m.) Days/Hours of work are subject to change
Compensation: Step 1 -4 as per BCGEU Stand Alone Grid	Status: Regular, Part-time Union: BCGEU Stand-Alone
Start Date: As soon as possible	Posting Period: 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 than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 260 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

POSITION SUMMARY:

Reporting to the WorkBC Manager, the CED Client Advisor joins a multi-faceted team who are making a difference in people’s lives every day. This position will work with the WorkBC CED Team Lead and maintain a part-time caseload of CED Clients. Case Management involves assessing Client needs, determining employment objectives and providing employment supports and services to assist Clients achieve those objectives using a Client-centered process. This position will be responsible for overall case management of individuals who may identify as having a physical, cognitive or mental, sensory, or developmental disability that results in limitations executing tasks or actions related to employment, to increase the Client’s likelihood that they achieve and maintain Labour Market Attachment.

DUTIES AND RESPONSIBILITIES:

Client Advisor

- For case managed CED Clients, develop action plans, determining employment objectives and community attachment services to assist Clients achieve those objectives using a Client-centered process
- Assess and identify eligibility and suitability for: program financial supports for job search and access to WorkBC services; financial supports essential for job start; training-related supports; self-employment supports; and paid and unpaid work experience placement supports
- Refer to appropriate specialized service providers as needed
- Support Clients throughout the case management process with employment coaching & counselling until service objectives have been met - employment or community attachment
- Provide an appropriate level of support to Clients in accessing community resources contained within their action plans such as specialized assessments, financial, housing, legal, food, addiction, etc., including facilitating and following up on referrals where and when 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 employment 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
- Liaise with agency partners, service providers, community agencies and employers as required during the course of service provision
- As and when required, assist in the delivery of job clubs and workshop curriculum, for all WorkBC Clients (case-managed and non-case managed), including workshops on job search techniques (resumes, cover letters, hidden job market, interview skills, etc.), career decision making/ planning (identification of suitable employment/career objective, occupational & educational research, etc.), employment maintenance, assessing and developing essential skills (reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning) and assessing and developing life skills (self-esteem, time management, workplace behavior, stress and anger management, etc.)

Customized Employment Developer

- Provide Discovery Employment Profile which answers key questions about the Client, supports the development of an Employment Profile, and provides direction for all employment considerations.
- Identify key interests, skills, strengths, ideal employment conditions and contributions the Client may be able to make in employment or self-employment.
- Spend time with the Client at home and in the community observing them in both familiar and unfamiliar activities.
- Work with Clients to establish potential employment or self-employment opportunities, providing individualized job marketing to employers.
- Arranging interviews and supporting Clients at job interviews, as required, up to confirming employment or self-employment.
- Support Clients and employers to negotiate and finalize the terms of employment or self-employment, as well as job creation and job carving
- Provide job coaching/maintenance and retention services, where required.
- Document all progress in ICM including job leads, job search activities, negotiations, and contact with employers and Client until the WorkBC Service Provider confirms that the Client has a suitable Employment opportunity.
- Coordinate unpaid work experiences or wage subsidies, when determined as a best practice and most appropriate intervention for Client
- Perform other duties as assigned.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Post-Secondary education in related field or combination of education and experience
- Certified Career Development Practitioner (CCDP) Designation preferred
- Customized Employment Development Training Certificate Preferred (CED level 1 & 2)
- Minimum two years' experience with individuals that are harder to employ; Clients facing multiple barriers to employment
- Valid license and vehicle required
- Clear criminal record check (Police and Solicitor General)
- Minimum two years of experience in marketing of employment programs with employers

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated advocacy and leadership skills in advancing Clients' learning, career development and personal concerns

- Demonstrated awareness/appreciation of Clients' diverse backgrounds and abilities to interact effectively with and advance the interests of all populations
- Integrate theory and research into practice in guidance, career development, counseling, and consultation
- Knowledge of updated information on educational, training, employment trends, labor market, and social issues
- Demonstrated knowledge of lifelong career development process
- Strong computer skills including familiarity with Microsoft Office and database applications
- Exceptional teamwork and collaboration skills
- ICM (Integrated Case Management) database system skills preferred

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 **2022- 37**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.