

# **JOB OPPORTUNITY**

## **EMPLOYMENT SPECIALIST**

Full-time 35 hours per week  
Foundry Ridge-Meadows

Foundry Works! is a youth supported employment program within the Foundry network. The program provides flexible, wrap-around services to help youth who are currently not in education, employment or training (NEET) to realize their education goals, develop work skills and gain paid work/study experience to successfully transition into the labour market.

Foundry Works uses a team approach guided by the values and principles of Foundry. Providing employment services through Foundry's network of Centres and virtually will further enhance Foundry's ability to support young people across BC to succeed.

With this in mind, we are looking to fill the role of Employment Specialist. Reporting to the Foundry Works! Program Coordinator, the Employment Specialist will be accountable for providing career and employment-related guidance, career development assistance, and labour market information and assistance to youth in the Foundry Works! Program.

## **ACCOUNTABILITIES**

- Assisting in developing a mutually agreed upon Employment Action Plan;
- Exploring career choices, offer job search & interview techniques, assist in resume and cover letter writing, job search preparation, utilize person-centered planning tools;
- Working with other Foundry Works! Vocational Support Works, Community Agencies, and Employers to facilitate potential job opportunities;
- Eliminating barriers to employment by working with the individual and potential employers;
- Facilitating workplace accommodations as required; Providing follow-up support once employment has been secured;
- Maintaining the computerized database information and initiating follow-up reports, as required.

## **QUALIFICATIONS**

### **Education, Training and Experience**

Diploma in a related human / social service field and a minimum of (1) year recent related experience, or an equivalent combination of education, training and experience.

This is a unionized position and the starting rate of pay is \$26.74 per hour. If this sounds like an opportunity that you would like to know more about, please submit your cover letter and resume to:

Kim Dumore – Program Coordinator  
kdumore@comservice.bc.ca

*Our successful applicant will be informed and accepting of cultural diversity, and have the ability to work and support all people with dignity and respect. This position is open to all applicants.*