



DATE: July 19, 2022
SERVICE AREA: Foundry Ridge Meadows
PROGRAM: Foundry Works
POSITION: Employment Specialist
LOCATION: Maple Ridge, BC

Foundry Works is a new youth supported employment program being launched across the Foundry network. The program will provide flexible, wrap-around services to assist 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 virtually and through Foundry's network of Centres, will further enhance Foundry's ability to support young people across BC.

With this in mind, we are looking to fill the newly created role of Employment Specialist Worker. Reporting to the Foundry Works Program Coordinator, the Employment Specialist Worker 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, providing job search & interview techniques, assisting in resume and cover letter writing, job search preparation, and utilizing person-centered planning tools;
- Working with other Foundry Works Vocational Support Workers, 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.

Knowledge, Skills and Abilities

- Excellent verbal and written communication and presentation skills;
- Proficient in computer skills, including Microsoft Office, Internet and email, as well as some experience with Database Management and reporting required;
- Experience in career development field focusing on client outreach, group facilitation, individual employment/career counseling and portfolio development.

Additional Requirements

- Clear Criminal Record Check is required;
- Valid and unrestricted Class 5 BC Driver's License with access to a safe, reliable vehicle;
- Union Membership

Shift/Schedule/Hours per week: Regular, full time position

Hours per week: 35 hours per week

Hourly Rate: \$23.10 per hour to begin

Grid Level: 11

Expected Start Date: August 2022

Application Deadline: July 29, 2022

Submit Applications to: aerenli@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 genders.