



JOB POSTING

Skills Link Program Delta

JOB TITLE	Life Skills Counsellor	START DATE	July 2018
REPORTS TO	Manager, Employment Services		

SUMMARY OF RESPONSIBILITIES

The Life Skills Counsellor works with team members to coordinate the day to day operations of the Skills Link Program. The primary responsibility of the Life Skills Counsellor is to provide employment and life skills related support, training and counselling to clients in both one to one and group settings. The Counsellor supports participants in learning duties and associated behaviours related to employment and liaises with employers with the goal of secure work placements.

JOB DUTIES

- Markets the program to potential participants and employers.
- Conducts pre-tests and post-tests of clients' skill and ability levels prior to entering the program.
- Interviews clients and conducts vocational testing to ascertain interests, skills, job readiness and goal setting to explore educational/vocational opportunities.
- Assists clients with life skills and work search strategies, career planning and skill development through group settings and one to one support.
- Provides current employment related information such as labor market information, employment standards and on-line job search.
- Assesses clients' adaptive behavior and implements training programs designed to meet their social, community and vocational goals.
- Makes appropriate referrals for training and community programs and services (*for example, substance abuse programs, sexual abuse groups, Food bank, housing registry etc*).
- Develops and facilitates workshops ensuring that curriculum and materials are updated, relevant and meet the needs of current client group.
- Arranges for guest speakers that reflect diversity and scope of the local labour market.
- Assists clients in designing self-marketing tools including resumes, and developing interviewing skills.
- Provides counselling and coaching on a scheduled and as needed basis with individual clients.
- Finds employment opportunities for clients and develops host/employer relationships to increase future placement opportunities.
- Monitors work placements and provides clients with mentoring and regular feedback.
- Provides follow up services to clients who have left the program as appropriate.
- Ensures that accurate program and client records are maintained and complete.
- In consultation with the Manager of Employment Services, monitors expenditures within budgets.

- Provides regular updates to the Manager, Employment Services for contract reporting.
- Ensures the completion of follow up activities on participants.
- Maintains accurate recording of client data and program budget.
- Other related duties as required.

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector)
- A relevant degree such as Social Work, Child and Youth Care or Education or a two year diploma in a related field (i.e. Career Practitioner or Employment Counselling) and related experience.
- A minimum of one year experience in the employment services or related field. Direct program delivery experience with youth and adults receiving government assistance is an asset.
- Experience in career planning and vocational rehabilitation.
- Demonstrated working knowledge of employment related support services, applicable legislation, regulations, and current challenges in the employment support service area.
- A working knowledge of group process and facilitation techniques.
- Demonstrated ability to teach skills in both one-to-one and group settings. Experience developing and delivering employment and life skills related workshops is preferred.
- Well developed interpersonal, counselling, conflict resolution, oral and written communication skills.
- Good organization and time management skills.
- An ability to work in a stressful environment often dealing with crisis situations.
- Demonstrated assessment skills.
- Valid first aid certificate.
- Reliable vehicle insured for business use (*two million liability*).

This is a full time (35 hours per week) position from July 2018 to March, 2020 with benefits after 6 months and pension after one year.

CLOSING DATE

This position will remain open until filled

HOW TO APPLY

Please email a resume and cover letter to:
Life Skills Counsellor Hiring Committee
jlee@bgcbc.ca

Thank you in advance to all persons that apply for this position. Please note that only those selected for interview will be contacted.