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We use technology, knowledge and passion to empower Canadians with disabilities.

## **Full Time Position: Career Facilitator Neil Squire Society, Victoria, BC**

Neil Squire Society is a Canadian national not-for-profit organization that empowers Canadians with disabilities through the use of computer-based assistive technologies, research and development, and various employment programs. Headquartered in Burnaby, BC, the Neil Squire Society is presently hiring for their Working Together with Employers & Enhancing Employment (WTEEE) program, a federally funded project.

We are currently seeking a **Career Facilitator** to work full-time at our **Victoria, BC** in our Working Together with Employers & Enhancing Employment (WTEEE) program.

Under the direction of the Director, Employment Programs, the Career Facilitator is responsible for conducting intake assessments, one-to-one employment counselling sessions and developing and action plans with program participants. A key role for the Career Facilitator is to facilitate one-to-one appointments and small group sessions, if appropriate, on employment topics pertaining to Career & Personal Development, Wellness for Work and Job Development.

Topics include but are not limited to:

- Career Assessment tools
- Labour market research
- Transferable Skills Analysis
- Disability Disclosure
- Entrepreneurial Skills
- Resumes & cover letter writing
- Job search techniques
- Networking
- Informational Interviewing
- Interviewing
- Maintaining employment

### **Duties and Responsibilities:**

- Respond to phone calls and emails from individuals and service providers seeking information on the program.
- Conduct intake assessments and initial needs determination with clients.
- Conduct one-on-one employment counselling sessions using various assessment tools.
- Develop realistic and appropriate action plans for participants, review and revise action plan as required.
- Manage all aspects of client action plan and refer clients to other services as appropriate.
- Keep in close contact with every client. Ensure client progress is always up to date in program database.
- Collect required documents and assignments from clients throughout the program. Ensure client physical file content is in place for audit purposes.

- Prepare participants for employment marketing (resumes, cover letters, interview prep, etc); provide job search assistance and marketing support
- Identify appropriate job leads and assist clients to access the hidden job market; support transition into employment; liaise with employers in order to generate employment leads
- Market wage subsidy and non-wage subsidy employer services
- Negotiate and prepare wage subsidy agreements, prepare employer documents and other required documents as needed
- Provide ongoing follow-up support to clients and employers, as needed
- Enter program notes and job development activities into appropriate database; maintain up-to-date employer and client databases
- Prepare detailed monthly and quarterly reporting on client progress in accordance with program procedures for submission to funders
- Ensure all statistics, case notes, reports, consents and other information pertaining to client documentation are completed on time and maintained in adherence to policies and procedures.
- Meet and network with various service providers to promote the program to increase recruitment and develop a network of resources for supported referrals
- Facilitate and maintain positive relationships with community partners and organizations.
- Attend local tradeshow/conferences, networking opportunities and other community events

### **Education, Training, Experience and Other Requirements:**

- Relevant Bachelor's Degree, Diploma in Social Sciences or a related field and/or CDP Certificate OR an equivalent combination of education, training and experience is asset.
- Previous experience working in employment programs and/or working with people with disabilities and other barriers to employment is an asset.
- Be comfortable facilitating both large and small groups on a variety of topics preparing participants for transition into the labour market
- Must have valid BC driver's license and use of a motor vehicle.
- Willing to undergo a Criminal Record Check is a requirement.
- Ability to work with clients with disabilities utilizing a results-oriented focus combined with patience.
- Demonstrated ability to creatively solve problems and overcome challenges associated with working with multi-barriered clients.
- Adaptive to ongoing change, flexible, creative and able to deal effectively with transition.
- Strong administration, computer and technical skills including MS office.
- Excellent verbal and written communication skills
- Demonstrated ability to meet deadlines and work under pressure.
- Must adhere to project outcomes, objectives and policies of the organization to ensure success.

**Additional Information:**

- Work Schedule – Monday to Friday, 37.5 hours week
- Salary range: Competitive with market
- Application Deadline: January 31, 2019

Please forward a resume and cover letter indicating **Career Facilitator (Victoria, BC)** to the attention of Director of Employment Programs. Email resume or fax resume to:

[sarab@neilsquire.ca](mailto:sarab@neilsquire.ca)

or fax - 604-473-9361

**Only shortlisted applicants will be contacted. Thank you to all that apply.**