

Formerly Abbotsford Community Services

JOB POSTING #2025-185-01

INTERNAL/EXTERNAL

Safe Haven – Refugee Claimant Support Services

Employment Specialist

Wage: \$27.00 per hour

Part Time – 32 hours per week, Monday to Friday

Occasional evening and weekend work

Temporary to November 28, 2025 (with the possibility of an extension)

Provide Customized Employment Support to Refugee Claimants

Join the team at Archway

Come Help Us Help People

Location: Abbotsford and Chilliwack

On Site

Job Summary:

The purpose of BC Services and Assistance for Humanitarian and Vulnerable Newcomers (BC Safe Haven) is to support the social and economic integration of refugee claimants who are not eligible to receive services under federal settlement programs. Services are intended to wrap around refugee claimants in a way that support them in all aspects of their initial settlement needs, including seeking authorization to work, and finding employment opportunities.

The various client groups served by BC Safe Haven each face unique barriers and challenges to integration that necessitate employment supports. The Employment Specialist will assist clients to access labour market information and supports. Further, the Employment Specialist will be responsible for marketing and promoting the program to prospective employers in order to seek job opportunities for program clients. Program delivery will include group and one-on-one sessions for clients using a variety of methods and initiatives including pre-employment counselling and job coaching.

Your Role:

Archway's Employment Specialist with the BC Safe Haven – Refugee Claimant Support Services

Program contributes by:

- Providing employment services to refugee claimants in Abbotsford and Chilliwack including employment orientations, labour market information, and connections to local employers.
- Delivering information sessions and workshops on topics such as the local job market, resume writing, workplace safety, and other topics relevant to the refugee claimants' employment needs.
- Offering customized employment counselling services, in person or remote, relevant to the individual's education and work experience, to provide employment information and support in the job search, career planning goals, resume building, and interview skills.

- Facilitating the matching of professional mentors with clients to assist in building connections and understanding of the local job market and industries of client interest.
- Organizing on-site First Aid and Food Safe courses for clients and assisting them in obtaining certification in Occupational First Aid and Food Safe.
- Liaising with community service providers and other professionals to promote awareness of the program at community meetings, events, and job fairs across Fraser Valley region.
- Attending community-based activities for networking purposes, promoting the program, and building relationships with prospective employers.
- Responsible and accountable for database management to track clients' program outcomes and ensuring required documentation is completed for all clients.
- Submitting regular program statistical reports and communicating with the program supervisor about client trends and needs.

This position is a great fit for someone who is knowledgeable of the barriers facing refugee claimants, has an understanding and passion for working with individuals who have been impacted by trauma, has great interpersonal skills, and is knowledgeable of community resources in the Abbotsford and Chilliwack areas.

Our Offer

- Wage: \$27.00 per hour
- A part-time position at 32 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:30 PM.
- Occasional weekends and evenings will be required, based on program needs.
- Temporary until November 28, 2025 (possibility of extension).

Benefits include:

- Three weeks' pro-rated vacation.
- A great benefits plan including extended health, and dental, you choose your plan.
- Employee and Family Assistance Program that includes online access to wellness resources.
- Great in-house training opportunities.
- Rewarding work in a positive environment.

Getting an Interview – you will be considered if you have:

- Post-Secondary Education in Human Resources, Marketing, Business, or an equivalent combination of education and experience.
- Employment-based certifications or an equivalent combination of education and experience.
- Career Development Practitioner Certificate is an asset.
- Experience and skills in networking and marketing.
- Experience in assisting individuals find employment.
- Experience working and communicating with diverse multi-barriered newcomers to Canada.
- Experience working with individuals who have been impacted by trauma.
- Ability to speak a second language an asset (especially Spanish, Farsi, Dari, or Punjabi)

The Job Requires you to have:

- Knowledge of the theory and practice of trauma-informed care.
- Ability to keep up to date on labour market information and industry trends as changes occur.

- Knowledge of case management principles including goal setting, creating timelines, and action planning.
- Knowledge of Canadian workplace cultural norms.
- Knowledge of best practices in employment skills including resume and cover letter writing and formatting, networking, and interviewing.
- Strong cross-cultural experience, sensitivity, and skills.
- Skilled in being able to efficiently prioritize workload to respond to changing conditions, deadlines, and priorities.
- Strong problem solving and critical thinking skills.
- Valid BC Driver's License and satisfactory driver's record.
- The use of a personal vehicle is required for program-related driving; must be able to be insured according to Archway's transportation policy.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is Thursday, February 13, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-185-01** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-185-01

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.