

Formerly Abbotsford Community Services

**JOB POSTING #2023-11-02**

**INTERNAL/EXTERNAL**

**Career Paths for Skilled Immigrants (CPSI)**

**Employment Specialist**

**Wage: \$26.00 per hour**

**Full Time: 35 hours per week**

**Temporary to March 2024 with possibility of extension**

**Assist with Clients' Employment Needs and Career Development**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Employment Specialist is responsible for providing direct client services, involving intakes, career planning, resume/cover letter screening, following up on skills-upgrading activities, updating individualized action plans, etc. This position will provide both direct client service and outreach to prospective clients, as well as connecting with employers to seek job opportunities for project participants. Program delivery will include group and one-on-one sessions using a variety of methods including individual pre-employment counselling, career planning, job coaching and group networking events to enhance employment opportunities of the clients of the Career Paths for Skilled Immigrants program.

**Your Role:**

Archway's Employment Specialist with the Career Paths for Skilled Immigrants Program (CPSI) contributes by:

- Attending community-based activities and job fairs to promote the program, recruit clients and build relationships with prospective employers.
- Collaborating with the Marketing & Communications team on planning and executing program promotion and campaigns on social media platforms and through printed materials.
- Recruiting potential participants by attending events and job fairs.
- Conducting initial inquiries/pre-screening for eligibility by providing prospective participants with application packages and supporting the application completion and collection.
- Providing potential participants with program information and facilitating referrals to appropriate services, including English Language Proficiency assessments and other service providers.

- Conducting career planning appointments using case management principles such as goal setting and barrier identification to create plans and track progress.
- Developing individualized action plans by conducting research to facilitate participant goals including educational institutions, professional associates, and credential evaluation.
- Planning skills-upgrading activities and following up on participants' Skills Enhancement Services (SES).
- Screening, reviewing, and developing resumes and cover letters for program participants.
- Performing regular job searches on various employment advertising sources and sending job leads to program participants.
- Developing and maintaining relationships with employers to provide clients with employment placements and career opportunities.
- Coaching participants on various employment skills including resume/cover letter writing, career and certification research, interview preparation, and other employment skills.
- Providing one-on-one support to participants through collaborating, responding to queries, following up with individual action plans and motivating clients through program participation.
- Planning, preparing, and facilitating program networking events.

This position is a great fit for someone who is goal-oriented, has great organizational and facilitation skills, is adept with data entry into various databases, and is able to work with people from a diverse array of backgrounds, cultures, and experiences.

### **Our Offer**

- Wage: \$26.00 per hour
- A full-time position at 35 hours per week.
- Temporary until March 2024, with the possibility of an extension.
- Benefits include:
  - Great in-house training opportunities.
  - Access to on-line health and wellness resources.
  - Rewarding work in a positive environment.

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

- Diploma in a related human/social services field and recent related experience, or an equivalent combination of education, training and experience.
- Experience in the career development field focusing on client outreach, group facilitation, individual employment/career counselling and portfolio/action plan development.
- Experience working with the public in an office environment.

### **The Job Requires you to have:**

- Excellent verbal and written communication skills in English; ability to draft official communication.
- Excellent computer skills; ability to work with client database software, Microsoft Office 365, and virtual meeting platforms such as Microsoft Teams and Zoom.
- The ability to be a self-starter with a positive attitude and able to advocate for others.

- High level of attention to detail; able to ensure precision and accuracy of work.
- Ability to prioritize and complete tasks to meet deadlines while dealing with competing priorities.
- Good planning, organization, and time management skills.
- Well-developed knowledge and skill regarding case management principles including goal setting and action planning.
- Excellent activity planning, events facilitation, and presentation skills.
- Knowledge of best practices in employment skills including resume and cover letter writing and formatting, networking, and interviewing.
- Skills in data entry, research and analysis.
- Cross cultural sensitivity and ability to communicate respectfully and effectively with people from a variety of backgrounds.
- Ability to keep up to date on labour market information and employment trends.
- Knowledge of Canadian workplace cultural norms.
- A satisfactory criminal records check is a condition of employment.

**Closing date is October 03, 2023**

#### **TO APPLY**

Interested applicants are to reference **Posting #2023-11-02 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2023-11-02

**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](mailto: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 invest in the mental health and wellbeing of our employees.*