

JOB POSTING #2026-159-02

INTERNAL/EXTERNAL

Foundry Work and Education

Vocational Specialist

Wage: \$28.00 to \$32.00 per hour (depending on education and experience)

Full Time: 35 hours per week, Monday to Friday

Temporary to January 31, 2028

**Support At-Risk Youth to Develop Work Skills
and Transition to the Labour Market**

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

Job Summary:

The goal of Foundry Work and Education (FWE) is to provide flexible, wrap-around services to help at-risk youth develop work skills and gain paid work experience to successfully transition into the labour market. Working with the local and provincial FWE Team, the Vocational Specialist provides individual placement support services through assessing and evaluating clients' occupational barriers and works with the Foundry Work and Education Lead to determine appropriate vocational rehabilitation goals. The Vocational Specialist builds relationships and supports the development of vocational rehabilitation plans and connects clients to available training opportunities. The Vocational Specialist also liaises with community employers to create employment opportunities and liaises with other community employment agencies, building and sustaining networks and relationships.

[Foundry Abbotsford : Archway Community Services](#)

Your Role:

Archway's Vocational Specialist with the Foundry Work and Education Program (FWE) contributes by:

- Collaborating with the provincial Foundry Work team to deliver flexible, wrap-around services to help youth develop work skills and gain paid work experience to successfully transition into the labour market or develop skills for education/training readiness.
- With the Foundry Work and Education Lead, coordinating individual client intake into the Foundry Work and Education Program.
- Collaborating with the Foundry Work and Education Lead, the provincial Foundry Work interdisciplinary team, local support staff and community professionals and advocates on behalf of the client to assist them in the goal of employment, education, training or other vocational pursuits in an integrated community setting.

- Promoting and developing training and employment opportunities in the community; building relationships, networking and linking with community employers.
- Providing job development activities such as employer negotiation, job carving, on-site support, job coaching and monitoring of clients.
- Collecting, managing, and maintaining up to date client data in accordance with confidentiality policies ensuring client files are complete and up to date.
- Developing and maintaining a thorough knowledge of community resources, services and the local labour market.
- Maintaining records and preparing reports as needed.
- Developing a vocational profile for each client that identifies personal strengths and the ideal conditions of employment.

This position is a great fit for someone who has strong active listening skills, coaching abilities, networking and relationship building skills, who is a good communicator, who is knowledgeable of community resources, has a knowledge of mental health and substance use issues, and is able to teach and empower youth to take control over their employment future!

Our Offer

- Wage: \$28.00 to \$32.00 per hour (depending on education and experience).
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 9:00 AM to 6:00 PM. Some evening work may be required.
- Temporary to January 31, 2028.
- Benefits include:
 - Pro-rated three weeks vacation in your first year; four weeks in your second year.
 - Three wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive environment.
 - Work/Life balance.

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

- Bachelor's degree in the human services field. A diploma in the human services field may be considered with relevant employment and/or vocational experience.
- Experience working with individuals with significant mental health or substance use challenges or an equivalent combination of education, training, and experience.
- Experience providing coaching to address occupational barriers is an asset.
- Experience in job development and employment coaching is an asset.

- Valid Class 5 BC Drivers' license with satisfactory driving record.
- Emergency First Aid with CPR/AED level C.

The Job Requires you to have:

- Demonstrated ability to work as part of a team.
- Proven ability to build supportive and trusting relationships with youth and young adults.
- A thorough knowledge of community resources within and outside of Foundry Abbotsford.
- Knowledge of mental health and substance use issues.
- Demonstrated ability to teach and empower clients to assume control over their health.
- Demonstrated ability to provide effective facilitation and consultation.
- Demonstrated ability to adjust to unexpected events, problem-solve, set priorities and deal with conflict.
- Strong verbal, written, and active listening communication skills; able to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint to create reports, presentations, and communication with staff and colleagues.
- Demonstrated ability to organize and prioritize workload in a complex and changing environment.
- Ability to work effectively with others, including working effectively in a multicultural environment, independently, as part of an interdisciplinary care team and understanding the frameworks of other disciplines.
- Use of personal vehicle for program-related driving and to transport clients, insured according to Archway policy.
- Ability to interact with people in challenging situations.
- Ability to deal with crisis and conflict situations and ability to de-escalate.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is July 20, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-159-02 in the subject line.**

Please submit your cover letter and resume in one pdf attachment online to: [Avanti](#)

Subject: Job Posting #2026-159-02

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

Must be legally entitled to work in Canada.

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.