

JOB POSTING #2026-271-07

INTERNAL/EXTERNAL

Advocacy and Social Equity

Community-Based Employment Services (CBES) Case Planner

Wage: \$28.30 to \$30.00 per hour

Part Time: 28 hours per week, Monday to Friday

Temporary until June 01, 2028

Provide Employment Planning to Individuals Facing Barriers to Employment

Join the team at Archway

Come Help Us Help People

Abbotsford

On Site

Job Summary:

The Case Planner, Community-Based Employment Services reports to the Supervisor, Community-Based Employment Services (CBES) and is responsible for providing comprehensive, participant-centred employment planning and case management supports to individuals facing complex barriers to employment. Working as a core member of the CBES team, the Case Planner manages ongoing caseloads and supports participants to identify strengths, clarify employment goals, develop realistic action plans, and access employment, training, and community-based supports.

The Case Planner applies trauma-informed, equity-based, and culturally responsive practices to support participant progress toward sustainable employment or improved employability outcomes. All responsibilities are carried out in alignment with Archway Community Services' mission, values, organizational policies, and CBES funder requirements.

Your Role:

Archway's Case Planner with Community Based Employment Services contributes by:

- Conducting comprehensive participant intake, assessment, and case planning activities.
- Developing individualized employment and employability plans in collaboration with participants.
- Supporting participants to access training, employment opportunities, and community resources.
- Providing ongoing follow-up, coaching, and adjustment of plans based on participant progress and barriers.
- Communicating service barriers, risks, and participant needs to the Supervisor in a timely manner.

This position is a great fit for someone who is experienced providing case management or direct services in a community-based organization and providing support to individuals with complex barriers to employment.

Our Offer

- Wage: \$28.30 to \$30.00 per hour

- A part-time position at 28 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:30 PM.
- Temporary until June 01, 2028.
- Benefits include:
 - Three weeks pro-rated vacation in your first year; four weeks in your second year.
 - Three pro-rated 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 and supportive environment.
 - Work/Life balance.

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

- Diploma or degree in Social Services, Human Services, Community Development, or a related field, or an equivalent combination of education and experience.
- A minimum of one year experience providing case management or direct services in a community-based or non-profit setting.
- A minimum of one year experience supporting individuals with complex barriers to employment is preferred.
- Valid BC Driver's License, clean drivers abstract and access to a reliable vehicle.

The Job Requires you to have:

- Demonstrated understanding of systemic barriers to employment and commitment to trauma-informed and culturally responsive practice.
- Strong verbal and written communication skills, including clear case documentation and participant engagement.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel).
- Knowledge of and ability to use case-management systems, data-tracking tools, and virtual meeting platforms.
- Ability to work in a fast-paced, community-based environment with frequent participant interaction and competing priorities.
- Ability to handle crisis situations and respond using sound judgment and appropriate de-escalation strategies.
- Flexibility to meet participant needs, including conducting outreach and adjusting schedules as required.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is September 14, 2026.

TO APPLY

Interested applicants are to reference **Posting 2026-271-07** in the subject line.

Please submit your resume in pdf format to: [Avanti](#)

Subject: Job Posting **2026-271-07**

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.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.