

JOB POSTING #2026-271-08
INTERNAL/EXTERNAL
Advocacy and Social Equity
Community-Based Employment Services (CBES) Employment Specialist
Wage: \$30.00 per hour
Full Time: 35 hours per week, Monday to Friday
Temporary until June 01, 2028

Provide Employment Services to Individuals Facing Barriers to Employment
Join the team at Archway
Come Help Us Help People
Abbotsford
On Site

Job Summary:

The Community-Based Employment Services (CBES) Employment Specialist provides direct, client-centered employment services to individuals facing multiple and complex barriers to employment.

The CBES Employment Specialist works closely with participants to assess strengths and needs, develop individualized employment plans, and provide ongoing support to achieve and sustain employment. This includes employment readiness preparation, job search assistance, employer engagement, and post-employment follow-up.

The role collaborates with internal teams, employers, and community partners to support meaningful employment outcomes and ensure coordinated, responsive service delivery.

Across all responsibilities, the Employment Specialist applies an equity lens, ensuring services are inclusive, culturally responsive, and aligned with Archway Community Services' mission, organizational policies, and CBES funder requirements.

Your Role:

Archway's CBES Employment Specialist with Community Based Employment Services contributes by:

- Supporting clients from diverse backgrounds, including Indigenous individuals, newcomers, and individuals with disabilities in identifying employment goals, skills, and barriers, and working collaboratively to develop achievable pathways to employment.
- Delivering employment readiness support, including resume development, interview preparation, job search strategies, and workplace readiness.
- Matching clients to appropriate employment opportunities based on skills, interests, and readiness.
- Assisting clients transitioning into employment through regular check-ins and problem-solving support.
- Building and maintaining relationships with local employers to identify job opportunities for clients.
- Supporting employers in understanding client needs and promoting inclusive hiring practices.

- Connecting clients to appropriate community resources and supports, including housing, income assistance, mental health, and training opportunities.

This position is a great fit for someone who understands the complex and multiple barriers facing vulnerable job seekers, brings hands-on experience delivering employment-related services, and can proactively build employer connections to secure job opportunities for clients.

Our Offer

- Wage: \$30.00 per hour
- A full-time position at 35 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, Career Development, or a related field, or equivalent combination of education and experience.
- Minimum 2 years of experience in employment services, case management, or a related field.
- Experience working with individuals facing multiple barriers (e.g. mental health, drug addiction, homelessness, physical or mental disabilities) to employment is preferred.
- Familiarity with WorkBC or similar employment programs is an asset.
- Valid Class 5 Driver's License, clean driver's abstract, and access to a reliable vehicle.

The Job Requires you to have:

- Understanding of employment services, labour market trends, and job search strategies.
- Strong interpersonal and relationship-building skills.
- Ability to support individuals with complex needs using a client-centered and strengths-based approach.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in case management systems and documentation practices.
- Ability to use Microsoft Office 365 and virtual meeting platforms.

- Ability for direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.
- Ability to interact with people in challenging situations.
- Ability to manage frequent interruptions and efficiently switch tasks.
- 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 September 27, 2026.

TO APPLY

Interested applicants are to reference **Posting 2026-271-08** in the subject line.

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

Subject: Job Posting **2026-271-08**

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.