

JOB POSTING #2025-159-01

INTERNAL/EXTERNAL

Foundry Works and Education!

Foundry Works and Education Project Lead

Wage: \$34.00 to \$42.00 per hour (depending on education and experience)

Full Time: 35 hours per week, Monday to Friday

Temporary to March 31, 2026

**Lead the Team in Supporting 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

Hybrid

Job Summary:

The goal of Foundry Works 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 Project Lead provides individual placement support services through assessing and evaluating clients' occupational barriers and works with the interdisciplinary team to determine appropriate vocational rehabilitation goals. In partnership with the FWE Vocational Specialist, the Project Lead will develop and facilitate workshops on essential skills and employment. The Project Lead builds relationships with clients by supporting the development of vocational rehabilitation plans and connecting clients to available training opportunities. The Project Lead leads the interdisciplinary team, maintains records, prepares reports, and re-evaluates clients' goals and documents progress ensuring the interdisciplinary team is kept up to date on progress.

[Foundry Abbotsford : Archway Community Services](#)

Your Role:

Archway's Project Lead with the Foundry Works and Education! Program (FWE) contributes by:

- Leading the interdisciplinary FWE team in providing support to help at-risk youth successfully transition into the labour market.
- In collaboration with the team, providing or facilitating counselling for youth and young adults with a vocational rehabilitation focus as needed, using a trauma informed lens by referring to Foundry clinical counsellors.
- Overseeing the team in assessing and evaluating clients' occupational barriers and vocational rehabilitation needs on an ongoing basis to determine interests, skills, and abilities, and encouraging clients' involvement in plan development and setting of appropriate vocational rehabilitation goals.
- Handling a case management of clients.
- Discussing case planning with relevant professionals in accordance with confidentiality policies.
- With the FWE Vocational Specialist, coordinating individual client intake into FWE.

- Supporting the team in developing and monitoring individual's mental health plans that include individual vocational rehabilitation goals.
- Developing and facilitating, in partnership with the FWE Vocational Specialist and FWE peer support, weekly vocational training modules in alignment with Foundry Works! program and vocational/training needs of clients.
- Collaborating with the Vocational Specialist, provincial FWE 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.
- Collecting and maintaining accurate information for reporting requirements and evaluation.
- Compiling statistics on workload activities and summarizing information into written reports as requested.
- Providing ongoing documentation, communication, and participation with the local and provincial FWE team to ensure alignment with goals, requirements, reporting, and practices of the program.

This position is a great fit for someone who has great leadership 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 health.

Our Offer

- Wage: \$34.00 to \$42.00 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 March 31, 2026.
- 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; you choose your plan.
 - 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 may be considered with relevant counselling experience.
- Master's level degree in the human services field is preferred.
- Experience providing counselling to address occupational barriers is preferred.
- Experience working with individuals with significant mental health or substance use challenges or an equivalent combination of education, training, and experience.
- 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 lead 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, insured according to Archway policy.
- 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 deal with crisis and conflict situations and ability to de-escalate.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is May 19, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-159-01 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-159-01

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.