



## JOB DESCRIPTION

**Title:** Facilitator / Employment Advisor (*2 Positions – Langley and Abbotsford, BC*)

**Job Description:** Facilitator / Employment Advisor will be responsible for delivery of formal, employment services to participants through workshop facilitation and one-to-one coaching. This position guides participants through these services and activities using a holistic model with a focus on clients in the process of transitioning into the labour market.

### Primary Responsibilities:

#### Facilitation:

- Conduct effective workshops/sessions that form the basis of program activities and content.
- Assist in development and adaptation of curriculum, schedule and program development for an adult learning environment with clear learning objectives and organized documentation.
- Administer the Employment Readiness Scale with clients and review results.
- Facilitate workshops in a manner conducive to participant motivation.
- Record and report on attendance for all sessions with supporting documents.
- Build the continuity of participants learning throughout the career transitioning process.

#### One-on-One Employment Counselling/Coaching:

- Provide action-oriented, solution-focused employment counselling to address barriers to (re)entry into the labour market.
- Assess needs and address appropriate next-steps plan with participants.
- Assist participants in employment related issues such as career/job transition, self-esteem, confidence building, communications skills, decision making, problem solving, and stress management.
- Assess appropriateness of participants goals with labour/business market opportunities.
- Lead participants to self-awareness through interpretation of assessment tools.
- Draw the correlation between the participants transferable skills and labour market opportunities.
- Assist in development of awareness of employability skills in changing workplace.
- Maintain in-house case management files and client service statistics.

#### Intake/Follow-up:

- Conduct intake assessment/referral interviews for all potential participants.
- Conduct follow up including one-on-one sessions to review participants progress and offer additional support as needed.
- Track participants progress and report as per MCSCS procedures.

#### Marketing:

- Market and conduct information/orientation sessions and one-on-one interviews for all potential participants to meet program expectations.
- Assist in marketing program to prospective participants, agencies, and employers.



**Employer Liaison:**

- Provide participants with the opportunity to connect to employer by coordinating employer panel and guest speaker sessions and coordinate on-site job fairs.
- Liaise with employers to source employment opportunities for participants and to secure information on recruitment and hiring practices.
- Share labour market trends with team: business closures, business openings, major hires.

**General Responsibilities:**

- Abide by the policies of MCSCS as they exist or are developed.
- Familiarize self with scope and content of programs and services provided by Society.
- Maintain ethics and professionalism in delivery of service and in dealing with all participants and staff.
- Work collaboratively and proactively.
- Maintain a good working knowledge of community resources and services.
- Remain flexible and adapt to change.
- Provide constructive feedback to management about program content and systems.
- Maintain participant confidentiality and documentation in accordance with privacy laws.
- Attend staff meetings.

**Qualifications:**

- Demonstrated experience with Career Decision-Making and Job Search principles.
- Career Development Practitioner Certification and proven years of experience in facilitation in both one-on-one and workshop environments.
- Demonstrated experience in administering and interpreting a variety of assessments used in job search programs (including but not limited to ERS, PSI, VPI)
- Good working knowledge of Labour Market Information.
- High level of computer skills to include: MS Office Suite, internet research and troubleshooting.
- Exceptional interpersonal skills and effective advising, motivational and positive reinforcement skills.
- Ability to work in an informal or classroom environment supporting participants according to their needs.

**Submit cover letter and resume to:**

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