



**Vacancy Posting – Competition #2019-03-15 JD**

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| <b>Posting Date:</b>     | March 15, 2019                                                                                  |
| <b>Closing Date:</b>     | March 29, 2019. Posting will remain open after this date until the position is filled           |
| <b>Position:</b>         | <b>Job Developer (part-time)</b>                                                                |
| <b>Hours of Work:</b>    | 28 hours per week                                                                               |
| <b>Contract Period:</b>  | April 1, 2019, to March 31, 2020                                                                |
| <b>Location of Work:</b> | To be determined                                                                                |
| <b>Rate of Pay:</b>      | \$23.05 per hour as of April 1, 2019 (benefits after successful completion of probation period) |

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counselling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

**Job description**

Provides job search support and job sustainment services to assist immigrant and refugee newcomers who require intensive one-to-one services to connect with the labour market in Victoria. Assists clients in obtaining and retaining employment in the community. Develops connections with the employer community and stays current on local labour market information. Works with clients to develop self-marketing skills. Reports to the Employment Services Manager.

**Qualifications**

Undergraduate degree or social services diploma in a related discipline (business administration, career development, intercultural studies). Related professional courses on employment-related themes. Certified career development professional designation or Registered Rehabilitation Professional/ Registered Vocational Professional an asset. Minimum diploma in a related field or an equivalent combination of education, training and experience may be considered.

At least two years of experience working in a job development, job coaching or placement role. One to three years of previous work experience in a similar environment (social services, nonprofit organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds on employment-related issues. Proven ability to work effectively and achieve results with individuals with specialized needs and multi-barriers to employment. Experience working with immigrants and/or refugees preferred. Established relationships with local employers and the community. Proficiency in one of the predominant settlement languages and/or immigration experience is an asset.

**Key duties/responsibilities**

- Develops a return to work plan that includes information on client's work preferences, strengths, aptitudes and to obtain labour market attachment.
- Conducts employment planning meetings with job seekers.
- Liaises with Immigrant Employment Specialists to fully support clients.
- Locates prospective employers in the community appropriate to clients' return to work plan. Develops relationships with employers and maintains a strong employer network.
- Provides local career and labour market information and identifies employment opportunities for clients.

- Determines on-the-job supports needed for employment placements; Monitors client progress during work experience placements and employment; Provides support to assist clients in retaining employment as needed.
- Maintains progress reports in client management systems including ICM and/or related databases.
- Participates in employment-related training opportunities to stay current on issues impacting ICA's clients.
- Participates in regular team and organization-wide staff meetings.
- Follows all ICA policies and administrative procedures.

### **Job skills and abilities**

- Demonstrate knowledge of career development theories and work search strategies as they apply to immigrant and refugee newcomers.
- Understand the job placement and career development challenges of immigrant and refugee newcomers.
- Build and maintain relationships and networks with employers and business community associations to assist immigrant and refugee newcomers with placement, workplace integration and job retention.
- Conduct in-depth personal, career and vocational assessments; Develop timely, realistic and effective action plans; Maintain client engagement to achieve outcomes.
- Foster self-reliance and self-management in immigrant and refugee newcomers.
- Understand and respond to client reactions to career transition and challenges and provide culturally appropriate counseling.
- Use technology effectively to assist immigrant and refugee newcomers through the job search process.
- Demonstrate the ability to work as a member of a team, including other employment services staff, settlement workers, care for newcomer children workers, and support workers, to address employment and settlement needs of clients.
- Manage client data and document client progress effectively and accurately.
- Create and maintain professional boundaries.
- Practice time and resource management techniques.
- Demonstrate critical thinking and problem-solving techniques.
- Demonstrate networking and relationship building.

### **Additional Information**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car is required.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

**Closing Date:** Please submit a **cover letter and current resume (in pdf. format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to [careers@icavictoria.org](mailto:careers@icavictoria.org) by March 29, 2019, Posting will remain open after this date until the position is filled. **Please quote Competition #2019-03-15 JD in the subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.*