



**Vacancy Posting
Competition #2019-05-02 IES-TFW**

Posting Date:	May 2, 2019
Closing Date:	This is an ongoing posting until the position is filled.
Position:	Immigrant Employment Specialist (Temporary Foreign Workers)
Hours of Work:	35 hours per week
Contract Period:	As soon as possible until March 31, 2020
Location of Work:	930 Balmoral Road, Victoria
Rate of Pay:	\$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

Develop and facilitate Employment and Social Development Canada (ESDC) workshops/information sessions to increase temporary foreign workers' (TFWs) awareness of their rights and to support employers in understanding and meeting program conditions and requirements: providing resources and services to enable TFWs to exercise their rights; liaising between TFWs and other members of the TFWs Migrant Worker Support Network (MWSN) to build a culture of trust while offering information, services and support to migrant workers; improving migrant workers' experiences while working in Canada; and providing migrant workers with a trusted channel to bring forward any issues or allegations of wrongdoing or abuse. Knowledge in areas of federal and provincial programs and all aspects of employment case management, mentoring, facilitation, coaching, unemployment and working with TFWs facing multiple barriers to employment. Reports to the Employment Services Manager.

Qualifications

Undergraduate degree preferably in a career development, employment case management, psychology, social services and/or BC Certified Career Development Probationer's Certificate. Related professional courses on employment-related themes. Minimum diploma in a related field or an equivalent combination of education, training and experience may be considered.

At least three or more years direct or relevant experience working with TFW's as an employment case manager; developing and facilitating workshops to TFWs and employers; and working with TFWs to establish relationships with local employers and the community is preferred. Solid knowledge of BC's Employment Standards Act, Human Rights Act, Canadian and Local Labour Market, Canadian workplace practices, job search strategies and techniques; knowledge of ethical practices in employment case management and career development. 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. Proficiency in one of the predominant settlement languages and/or immigration experience is an asset.

Key duties/responsibilities

- Establish a rapport and working relationship with TFWs.
- Determine TFW eligibility with regard to service and program criteria.
- Provide support to TFWs in understanding employment standards, human rights, the local labour market and assist TFWs in the use of resources and technology for job search activities.
- Deliver ESDC workshops/information sessions
- Develop and facilitate workshop sessions:
 - related to TFWs such as: addressing workplace violations; negotiating with employers; assertiveness training; employee rights and responsibilities (in the community, at various ICA job sites, religious or faith-based centre or ethnic community associations) to increase TFWs knowledge of their rights; and
 - to support employers understand the program conditions and requirements, including understanding the labour market impact assessment.
- Provide one-on-one support to TFWs to navigate legal issues such as filing a complaint, mediation with employers, documentation translation and interpretation; and assist with access to legal consultants.
- Provide individualized support for employers.
- Develop resource material information sheets for TFWs and employers to better understand their rights and responsibilities.
- Secures translation or interpretation services for TFWs as needed.
- Liaise between TFWs and other members of the MWSN to build a culture of trust while offering information, services and support to TFWs.
- Improve TFWs experiences while working in Canada; and provide TFW's with a trusted channel to bring forward any issues or allegations of wrongdoing or abuse.
- Conduct outreach to TFWs, employers and the community to promote program services.
- Provide employment case management in individual appointments.
- Interview and assess TFWs for job readiness and service needs.
- Provide clients with job postings and introduce to employers when possible.
- Complete formal employment needs assessment, identifying and documenting individual employment strengths, needs and barriers to employment.
- Assist TFW with the development of a personalized action plan, identifying strengths and barriers to employment, establishing clear employment goals and outline the steps required to lead to employment.
- Prioritize services and manages available funds based and maximum averages.
- Provide ongoing follow-up support to clients establishing dates for regular contact based on individual client need, monitor client activity with service delivery partners.
- Maintain up to date TFW information in databases ensuring proper documentation of all communication with participant, ministry and service providers.
- Assist TFWs to develop and implement strategies that address their unique job search, career planning, skill enhancement and//or employment maintenance issues.
- Coach TFW's in the development of tools and strategies required for an effective job search assisting with resume, cover letter and related key job search documents.
- Participate in employment-related training opportunities to stay current on issues impacting ICA's clients.
- Participate in regular team and organization-wide staff meetings; Follows all ICA policies and administrative procedures.
- Other related duties as assigned.



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 would be an asset.
- 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. This is an ongoing posting until the position is filled. **Please quote applicable Competition #2019-05-02 IES-TFW 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.