



**Vacancy Postings:
Competition #2019-03-15 IEYS**

Posting date: March 15, 2019
Closing date: This is an ongoing posting until the positions are filled.
Position: **Immigrant Employment Youth Specialists (two full-time positions)**
Hours of work: 35 hours per week
Start date: As soon as possible
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

Demonstrated knowledge in the areas of federal and provincial related programs and all aspects of career counselling, mentoring, facilitation, case management, youth unemployment and working with clients facing multiple barriers to employment. Develops and facilitates groups in employment related workshops.

Qualifications

Minimum diploma in a related field or an equivalent combination of education, training and experience may be considered.

Solid knowledge of the Canadian and local labour market, Canadian workplace practices, job search strategies and techniques; knowledge of ethical practices in employment counselling and career development. Two 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. Experience working with immigrants and/or refugees preferred. Proficiency in one of the predominant settlement languages and/or immigration experience is an asset.

Key duties/responsibilities

- Establishes a rapport and working relationship with clients.
- Determines client eligibility with regard to service and program criteria.
- Provides support to newcomer clients in understanding the local labour market and assists clients in the use of resources and technology for job search activities.
- Develops and facilitates employment related training workshops such as job search, career planning, orientations, and short-term life skills programs (as applicable).
- Conducts outreach to client and employers and the community to promote program services.
- Provides employment counselling in individual appointments
- Provides clients with job postings, and introductions to employers when possible.
- Maintains up to date client information in databases ensuring proper documentation of all communication with participant, ministry and service providers.
- Assists clients to develop and implement strategies that address their unique job search, career planning, skill enhancement and/or employment maintenance issues.

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 positions are filled. **Please quote Competition number #2019-03-15 IEYS 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.