



Vacancy Posting – Competition #2019-10-24 IES-CPSI-2

Posting date:	October 24, 2019
Closing date:	November 8, 2019
Position:	Immigrant Employment Specialist (CPSI)
Start date:	As soon as possible
Hours of work:	35 hours per week (full-time)
Location of work:	930 Balmoral Road, Victoria, BC
Rate of Pay:	\$23.05 per hour (benefits after successful completion of probation)

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse and vibrant community. ICA is a welcoming, passionate and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

Job description

Provides information and expertise to newcomers (with international professional experience) in regulated and non-regulated occupations and coaches them on the process of entering their field in Canada through ICA's *Career Paths for Skilled Immigrants Program*. Reports to the Employment Services Manager.

Qualifications

- Undergraduate degree and professional courses on employment-related themes or combination of education, training and experience (e.g. business administration, career development, intercultural studies).
- Keen understanding of diversity issues to work with persons from diverse backgrounds on employment-related issues.
- Ability to achieve results with individuals with specialized needs and multi-barriers to employment.
- Three years' experience with finance and contract management, facilitating programs, recruiting mentors and arranging mentorship matches and conducting career and vocational assessments within social services, nonprofit and/or multicultural organization.
- Established relationships with local employers and the community.
- Experience working with immigrants and refugees and/or understanding immigration issues.
- Proficiency in a language other than English is an asset.

Key duties/responsibilities

- Provides information and expertise to clients specific to internationally trained professionals in regulated and non-regulated occupations and coaches them on the process of entering their field in Canada.
- Develops a return to work plan and determines on-the-job supports needed for employment placements.
- Conduct in-depth personal one-to-one, career and vocational assessments; Develop timely, realistic and effective action plans; Maintain client engagement to achieve outcomes; Build community awareness and recruit new clients.
- Designs, coordinates and facilitates programs to address the diverse labour market needs of immigrant and refugee newcomers to Canada.

- Determines client needs and gaps in services, and designs programs to fill those gaps.
- Promotes programs to existing and potential new clients.
- Researches and recruits guest speakers, ensuring content is sensitive to language and cultural barriers.
- Keeps accurate records using ICA's client management databases.
- Networks and builds strong professional relationships with Victoria-based employers (outreach) to increase employment opportunities for clients.
- May recruit mentors and arrange mentorship matches between clients and community professionals.
- Help organize employer forums and information sessions when necessary.
- 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 and other related duties as assigned.

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 to assist immigrant and refugee newcomers with placement, workplace integration and job retention.
- 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 counselling.
- Effectively use technology to assist immigrant and refugee newcomers through the job search process.
- Demonstrate an understanding of the principles of adult learning as they relate to immigrant and refugee newcomers
- Demonstrate the ability to incorporate content and to adapt methodology to accommodate diverse needs of immigrant and refugee newcomers.
- Understand and be able to apply the basic principles of crisis management in the training environment.
- 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.
- Practice time and resource management techniques.
- Create and maintain professional boundaries.
- 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 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.



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 by 4:30 pm on November 8, 2019.

Please quote Competition #2019-10-24 IES-CPSI-2 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.