



**Vacancy Posting – Competition #2021-09-28 IES**

<b>Posting date:</b>	September 28, 2021
<b>Closing date:</b>	Ongoing posting until the position is filled
<b>Position:</b>	Immigrant Employment Specialist
<b>Hours of work:</b>	35 hours per week
<b>Start date:</b>	As soon as possible
<b>Reports to:</b>	Employment Services Manager
<b>Work locations</b>	930 Balmoral Road
<b>Rate of Pay:</b>	\$23.51 per hour (benefits after successful completion of probation period)

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**

Under the guidelines of Immigration, Refugees and Citizenship Canada (IRCC); this position designs, coordinates and facilitates group workshops on topics of related to employment and job search/retention strategies for immigrant and refugee clients. Leads the delivery of skills training and employment program to assist racialized newcomer women with their successful labour market attachment: provides all aspects of career counselling, program facilitation, outreach, case management (needs assessments, action planning, job search work experience services, skills enhancement services, self-employment services as well as job sustainment services). Initiates career mentorship matches between clients and community professionals to help clients navigate the Victoria labour market and develop professional networks. Provides one-to-one career counseling and job search support to assist immigrant and refugee newcomers who face multiple barriers to employment. Develops connections with the employer community and stays current on local labour market information. This is a multifaceted position and requires an individual that is able to balance superior client service with other responsibilities and multiple contract requirements. Serves all individuals, including BIPOC, LGBTQ2+ and Indigenous, and those with diverse abilities. 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).
- Knowledge of federal and provincial programs relating to aspects of career development, employment counselling, mentoring, facilitation, employment case management and working with clients facing multiple barriers to employment.
- Keen understanding of diversity issues, experience working in multicultural settings.
- Solid knowledge of the Canadian local labour market, workplace practices, job search strategies and techniques, and ethical practices in employment counselling and career development.
- Ability to achieve results with individuals with specialized needs and multi-barriers to employment.
- Three years' experience in facilitating employment-related programs/workshops, and employment case management, within social services, not-for-profit and/or multicultural organization.
- Established relationships with local employers and the community.

- Strong administrative skills, including writing case notes and data management. Technical experience with Client Management System (OCMS) or iCare would be an asset.
- Experience working with immigrants and refugees including visible minority immigrant women and/or understanding immigration issues.
- Proficiency in a settlement and/or resettlement language preferred.
- Indigenous cultural competencies and/or lived experience with Indigenous communities welcomed.

### **Key duties/responsibilities**

- Designs, coordinates, and facilitates pre-employment skills training programs and workshops to address the diverse labour market needs of immigrant and refugee newcomers to Canada.
- Promotes programs to existing and potential new clients.
- Networks and builds strong professional relationships with local employers and stakeholders to increase employment opportunities for clients.
- Recruits mentors and arranges mentorship matches between clients and community professionals.
- Help organize employer forums and information sessions when necessary.
- Conduct in-depth personal one-to-one career/vocational assessments and counseling, develop timely, realistic, and effective action plans according to client's work preferences, strengths, and aptitudes. Maintain client engagement to achieve outcomes.
- Liaises with Immigrant Employment Specialists from all employment programs to fully support clients.
- Provides local career and labour market information and identifies employment opportunities for clients.
- Maintains progress reports in client management systems including OCMS and/or related databases.
- Creates awareness of anti-oppressive/social justice issues.
- 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.

### **Additional Information**

- Some travel to community locations within Greater Victoria may 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. All overtime must be approved in advance.
- 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.

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). This is an ongoing posting until the position is filled. **Please quote Competition 2021-09-28 IES 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.*