



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Customized Employment Counsellor

Permanent, Full-Time

Classification: Vocational Counsellor

Status: Permanent, Full-Time (1 FTE)

Location: Douglas College - 1 x Maple Ridge / 1 x Langley

Salary Range: \$30.15 – \$37.58

Pay Grade: 8

Employee Group: HSA

Start Date: April 1, 2019

The BC Centre for Ability is seeking an experienced candidate for two (2) permanent, full-time Customized Employment Counsellor positions. Working with a team of Counsellors and Coaches at both the Maple Ridge and Langley locations these positions will enable the right candidates to utilize his/her skills as a Customized Employment Counsellor to support people with a disability to enter or return to the workforce by marketing them to potential employers.

Responsibilities

- Promote the benefits and employment support services of the Maple Ridge and Langley Employment Services Centre (ESC) programs to employers in targeted industry sectors, the local business community, industry associations, and relevant community agencies;
- Analyze and utilize current local labour market information to source employment opportunities for participants;
- Assist employers with on boarding and the development of training;
- Coach and support participants as they look for work and then provide ongoing guidance, and follow up support and assistance to both employers and clients in volunteer and employment placements;
- Initiate, promote, organize and host a wide range of industry/employer events to enhance participant employment opportunities;
- Participate in local business and industry meetings (i.e. Chamber of Commerce);
- Conduct active program marketing and recruitment activities;
- Initiate, develop and source marketing resources for the Work BC Centre.
- All documentation is entered in to ICM as per Work BC Policy and maintain up-to-date client files. Document service and case management activities daily according to the prescribed format.
- Consistently review client outcomes against performance targets, contributing strategies to ensure program targets are met. Provide statistics and reports as required
- Foster positive, productive working relationships and work collaboratively to contribute to a positive work environment based on mutual respect.
- Monitor client progress, conduct routine follow-up activities (e.g., 4-, 12-, and 24-week follow-up), and provide ongoing client support.
- Work closely with a job developer to plan job placement and on-the-job training. Provide quick response and intervention services to clients who experience work-related crisis.
- Conduct vocational-related assessments and assign appropriate Tier using prescribed tools, assessment and evaluation procedures.
- Determine financial needs and support services and assist clients to access financial assistance and resources to achieve vocational goals.
- Assist in the development of materials and resources specific to vocational services to persons with disabilities.
- Maintain excellent knowledge of employment trends, employment equity programs, and vocational resources for persons with disabilities.
- Keep Supervisor and the Lead Customized Employment Counsellor informed about client progress and achievement of outputs and outcomes.



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- Participate in regular team meetings, strategic planning and program review sessions as scheduled;
- Attend and actively participate in staff meetings at BC Centre for Ability and at the Douglas College locations as required.
- Perform miscellaneous duties as required

Qualifications

- University/college degree in relevant area of study
- Experience providing case management services to persons with disabilities
- Proven ability in vocational planning and vocational assessment
- Proven ability to provide and coordinate vocational training for individuals with a wide range of disabilities
- Knowledge of labour market trends, employment equity programs, employment rehabilitation system and vocational resources for persons with disabilities across a range of industry sectors
- Knowledge and experience in job placement services for persons with disabilities
- Ability to manage a large caseload, demonstrated efficiency and effectiveness in meeting client goals and program outcomes
- Skilled in the use of client management database and online tools
- A minimum of two years of experiences in providing vocational rehabilitation services for persons with a disability
- A member of, or eligible to register for RRP or CCDP
- Experience with the Employment Program of BC ICM system is an asset.

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check
- Willingness to travel within the lower mainland, with reliable transportation and a valid drivers license.

Application Information: To apply, please send your résumé with a cover letter referencing FT-CEC-Langley or FT-CEC-MR (Maple Ridge), by email to:

E-mail: careers@bc-cfa.org

BC Centre for Ability Association
2805 Kingsway
Vancouver BC V5R 5H9

Closing Date: March 11, 2019, 5pm

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive

Date Posted: March 1, 2019