

JOB OPPORTUNITY: Resource Advisor/Facilitator (Summer Student) FT

Resource Advisor/Facilitator (Summer Student) Competition #54-18

DO YOU WANT A MEANINGFUL JOB, HELPING OTHERS? JOIN US!

ABOUT FAMILY SERVICES OF GREATER VANCOUVER (FSGV)

Founded in 1928 and celebrating its 90th year, FSGV is a charitable organization with nearly 100 social services programs and 500 employees across Vancouver and the Lower Mainland.

Our values:

- Innovation
- Integrity
- Diversity
- Optimism
- Excellence

FSGV commands respect in the community while envisioning and impacting brighter futures for the people we serve. We provide a supportive workplace for our staff and professional, effective services for our clients, including counselling, therapy, advocacy, education, employment support and community services.

Position Profile:

As a Resource Advisor/Facilitator, you will work with diverse and sometimes challenging clientele (including members of specialized populations) maintain an accessible and welcoming self-serve centre providing labour market and community attachment information and as established within the Employment Program of BC contract.

WHAT YOU BRING

Required Qualifications:

- Currently enrolled in a College or University program
- Must have full-time student status during the periods of Sept 2017 – April 2018 and Sept 2018 – April 2019, and be 30 years of age or under.
- Must be either a Canadian Citizen, Permanent Resident, or recognized Refugee status in Canada.

Experience: Minimum two years experience working in an employment environment with individuals in transition related to job search and or community attachment. Experience working with organizations requiring high degree of confidentiality.

Job Specific Knowledge

- Knowledge of various job seeking techniques, tools and resources (i.e. resumes, cover letters, interviews, computer software programs and assessments) and ability to convey that knowledge in a client focused atmosphere with diplomacy.
- Knowledge of EI programs, BC Benefits, employment strategies, labour market information and community resources.

- Knowledge of specialized populations and ability to match community/employment resources to meet the needs of: Youth, multi-barriered, persons with disabilities, survivors of violence and abuse, new immigrants, Francophone's, Aboriginal populations and individuals in rural or remote locations.
- Excellent facilitation skills.
- Knowledge of human resource strategies: recruitment trends and techniques, training and development Knowledge of career development theories, models, and principles and practices of employment counseling.
- Applied knowledge of BC's Employment Standards Act.

Additional Requirements

- Excellent computer skills MS Word, Excel, Internet, database management, and customized software.
- Able to pass and maintain a Criminal Record Check –including vulnerable persons.
- Fluency in another language would be an asset.

Required Core Competencies:

Collaborative Communication: Ensuring that *Everybody Matters* through compassion, communication and collaboration

Personal Leadership: *We dream. We have courage. We Respond...* with initiative, influence and creativity to ensure that *Change is Ever Possible*

Personal Effectiveness: We manage ourselves to ensure that *We do right by people.*

Commitment to Excellence: *We start with Excellence* by delivering results for our clients through action, accountability and effective management of time and resources

Required Sub-competencies:

Teamwork & Cooperation: Works collaboratively with others to achieve common goals and positive results. Develops and maintains strong and supportive relationships with team members and community partners. Contributes to building and maintaining strong, supportive, relationships within and across teams; Demonstrates an accepting and respectful approach to staff, clients and colleagues.

Personal Resilience: Maintains effectiveness in the face of stress, change and challenging situations. Is aware of own assumptions, values, principles, strengths and limitations. Appropriately manage one's own emotions and strong feelings; maintains calm and tactful composure under a broad range of challenging circumstances; can think clearly and stay focused under pressure. Establishes and maintains appropriate boundaries; makes self-care a priority.

Client-Centered Service: Meets clients where they are. Facilitates, supports, and empowers client motivation and engagement in their own care. Collaborates with clients to identify and design success and celebrate small wins. Engages clients actively in the change process, encouraging them to take responsibility for their outcomes. Proactively seeks out resources and employs strategies to ensure clients' needs are met.

As the ideal candidate, you also bring:

A sense of humour, initiative, and enthusiasm. You enjoy working with a culturally diverse client group as well as a culturally diverse team. Collaboration and partnership come naturally to you as you engage in daily tasks related to our work and environment.

HERE'S WHAT WE CAN DO TOGETHER

Employment Services Centre

Family Services of Greater Vancouver, in collaboration with their partner service providers, work together to deliver the Employment Program of BC (EPBC). Through shared expertise, we strive to provide exceptional employment services to downtown Vancouver and the surrounding community at the WorkBC

Employment Services Centre, Vancouver City Centre. We support individuals to obtain employment and assist employers to find employees as quickly as possible.

WHAT WE OFFER YOU

FSGV supports career development and training for staff to reach their potential, offering mentorship and professional advancement in a supportive environment. We recognize the importance of work-life balance, wellness and a safe, inclusive and welcoming workplace that values diversity and respect for all.

Work Hours: 30 hours/week – 8 weeks contract position

Salary: \$23.16 per hour (GS 8 Step 1)

Location: WorkBC Employment Services Centre - City Centre - 900 - 1200 Burrard St. Vancouver BC

Start Date: As soon as possible

Closing Date: May 16, 2018

HOW TO APPLY

If this describes you, please send us your resume and cover letter (**indicating the competition number #54-18 in the email subject line**). In your cover letter, please outline your interest and relevant experience for this role, and tell us where you heard about this opportunity.

Send your application to: Suzanne Playdon, Program Support Services Manager
splaydon@fsgv.ca

Only short listed candidates will be contacted for interviews. Thank you for your interest.

FSGV is committed to the principles of diversity. We encourage applications from qualified people of all genders and sexual orientations, visible minorities, Indigenous persons and persons with disabilities.