



EMPLOYMENT COUNSELLOR

Competition #42YC17

The City of Nelson has a full time opportunity for an Employment Counsellor to join our team of professionals at the Nelson Youth Employment Centre

Under the direction of the Youth Centre Manager, the Employment Counsellor will work with a diverse range of clients including specialized populations, to understand their employment needs and readiness for employment, determine suitable Employment Objectives, and effectively support the Client to work towards, achieve and maintain labour market attachment in an expeditious manner.

Essential Qualifications:

- Post-secondary education in Social Sciences or a related field
- Minimum of 1 year recent related experience in career planning and employment counselling
- Experience working with youth at risk will be considered an asset
- Experience with EPBC, Integrated Career Management (ICM) and Case Management will be considered an asset
- Experience working with youth and special needs populations
- Valid Class 5 BC driver's license
- Training in Non-Violent Crisis Intervention or an equivalent
- Experience facilitating groups and knowledge of employment related assessments and programs an asset
- 2 years' experience providing client/customer service
- Current basic first aid
- WHMIS

Further information regarding this posting can be found under employment opportunities at www.nelson.ca

Interested applicants should submit their covering letter and resume quoting posting number 42YC17 to:

Human Resources
City of Nelson
101-310 Ward Street Nelson, BC V1L 5S4
Email: hr@nelson.ca

We thank all applicants for their interest, however only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.



THE CORPORATION OF THE CITY OF NELSON

| | | | |
|-----------------------|------------------------------|------------------------|----------------|
| Job Title | Employment Counsellor | Department | Youth Centre |
| Reports To | Youth Centre Manager | Bargaining Unit | CUPE |
| Classification | Pay Grade 16 | Date Developed | September 2016 |

JOB SUMMARY:

Under the direction and supervision of the Youth Centre Manager, the Employment Counsellor will work with a diverse range of clients including specialized populations, to understand their employment needs and readiness for employment, determine suitable Employment Objectives, and effectively support the client to work towards, achieve and maintain labour market attachment in an expeditious manner.

MAJOR RESPONSIBILITIES:

1. Develop respectful, collaborative and productive relationships with clients.
2. Assess clients' employment needs using tools provided by the Employment Program of BC (EPBC).
3. Create and maintain records within the Integrated Case Management (ICM) database system, for which training and guiding documentation will be provided.
4. Identify clients' barriers to employment.
5. Create and update personalized action plans that outline activities and services to meet clients' employment needs.
6. Refer clients to appropriate services and resources.
7. Monitor client progress.
8. Support clients to gain employment and community attachment.
9. Deliver workshops to high school students on relevant employment and job search topics.
10. Supports clients with effective job search; identifying strengths, effective resume/cover letter writing skills and interview techniques, application of labour market information on job search and career decision making and assistance with interpreting self-assessment tools.
11. Assess clients to determine customized employment eligibility.
12. Liaise with the business community to identify partners who will support customized job creation.
13. Create customized employment opportunities that are supportive of client's abilities.
14. Providing coaching and support to both the client and the business owner to ensure a successful outcome for the client.
15. Prepare necessary documentation, maintain and update webpage and social media pages.
16. Apply for grants, maintain resource guide and develop new material to support the program.
17. Answer phones and greet clients.
18. Other related duties as assigned.

QUALIFICATIONS:

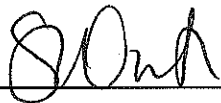
Education, Training and Experience:

- Post-secondary education in Social Sciences or a related field.
- Minimum of 1 year recent related experience in career planning and employment counselling.
- Experience working with youth at risk will be considered an asset.
- Experience with EPBC, ICM and Case Management will be considered an asset.
- Experience working with youth and special needs populations.
- Valid Class 5 BC driver's license.
- Training in Non-Violent Crisis Intervention or an equivalent.
- Experience facilitating groups and knowledge of employment related assessments and programs will be considered an asset.
- 2 years' experience providing client/customer service.
- Current basic first aid.
- WHMIS.

Skills and Abilities

- Proven success in working with youth and youth related issues.
- Efficient and effective verbal and written communication.
- Ability to develop and maintain a respectful, collaborative and productive relationship with clients and co-workers.
- Ability to accurately assess client personality characteristics (interests, aptitudes, values), learning styles, employment needs and career development needs.
- Ability to provide service in a variety of formats; in person, online, over the phone.
- Ability to accurately document client information, enter data and track statistics.
- Highly proficient with computers, equipment and technology.
- Strong conflict management skills and the ability to work with a diverse population.
- Team oriented, motivated, and energetic.
- Exceptional time management and organizational skills.
- Physical ability to carry out the duties of the position.
- Ability to interact with other employees and the public in a tactful and courteous manner.
- Ability to prioritize work and multitask in a busy environment.
- Familiarity with related municipal policies and procedures.
- Familiarity with City of Nelson/municipal and Worksafe BC safety procedures.

MANAGEMENT: _____



DATE: _____

Nov 7 2017