



“An Equal Opportunity Employer”
JOB POSTING

Issued: *January 9, 2018*

POSTING No: 18-01,02

Applications are invited for: **WISE Employment Services, 13550 77th Avenue, Surrey, BC**

Classification: **TWO Permanent Full Time- Employment Specialist**

Hours: *37.5 hours per work* - With flexibility based on the program needs

Start Date: *To be determined*

For more information, contact: *Seema Tripathi, Associate Director of Community Inclusion*

JOB DESCRIPTION: *As per the attached Employment Specialist Job Description*

SPECIFICATIONS REQUIRED:

- Diploma (from a recognized university or college) in Career Development, Supported Employment, or Vocational Rehabilitation, or applicable undergraduate degree in Social Services or Adult Education and/or combination of relevant education and direct employment specialist experience.
- Minimum three to five years' experience working with people with developmental and/or physical disabilities
- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living and working in the community are protected and respected.
- Daily access to and use of their own vehicle suitable for transporting the person and clients within the Lower Mainland of BC;
- Excellent oral, written, facilitation and interpersonal communication skills in English;
- Excellent decision making, problem solving and creative thinking skills;
- Excellent skills in crisis intervention and in teaching these techniques to others;
- Clear ability to work effectively with program staff, volunteers and non-profit, for-profit or publicly funded groups, agencies or organizations;
- Demonstrated ability to teach skills and work effectively with others in a team environment with an emphasis on leadership, self-initiative, patience, maturity and tact;
- Knowledge of the local community's resources and services including services provided in the Community Living field.
- Excellent time management and organizational skills; Computer literacy including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals
- Ability to assess work environments to determine suitability of employment
- Class 5 driver's license, acceptable driving record, business insurance and use of motor vehicle.
- A clean and current Criminal Record Check and up to date First Aid and CPR Certification and Mandt Certificate (or equivalent);
- A strong desire to function as part of the staff team of Semiahmoo House Society.

WAGE RATE: According to Collective Agreement.

Please send your resume to recruit@shsbc.ca



Name:	
Position:	Employment Specialist
Department:	Community Service
Manager's Title:	Employment Services Supervisor
Date (mm/dd/yy):	November 27, 2017

Purpose of the role (broad description of why the role exists)

To provide direct services in the areas of employment counseling and support, including needs assessments, vocational evaluations, employment preparation, training, placement (which may include job development) and orientation, referral to community resources and support services.

To deliver quality services within established guidelines and variances that are congruent with the vision and ends of the organization and that reflect organizational values that ensure a good quality of life, full citizenship and inclusion.

Included:

Excluded:

Generic accountabilities—all employees (As an employee, I am accountable for the following)

- Doing my best at all times.
- Supporting the Society's Ends, Philosophy, Values Statement and strategic goals.
- Adhering to Society Policies
- Working cooperatively with others.
- Carrying out assigned work.
- Informing my immediate manager if progress on tasks is exceeding or is less than what is expected.
- Identifying, reporting and supporting recommendations for Performance and Quality Improvement (PQI)
- Asking my supervisor to clarify expectations when needed.

Employee's accountabilities (As a employee, I am also accountable for the following)

- Deliver prescribed outputs/outcomes so that the quality, quantity and timeliness of tasks are met
- The result or impact of my behaviour.
- Contributing and participating in an effective team capable of producing required outputs
- Reports and is accountable to the Supervisor
- Effectively liaising with relevant stakeholders, related professionals, government agencies
- Following Personal Centered philosophies and practices
- Stay current and informed within my field
- Continually improving my work performance and the services I provide
- Being an effective role model to those I support and my coworkers

Specific role accountabilities (These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.)

1. Planning:

- With the direct support of my Supervisor and guidance provided by the Associate Director and Director of Community Services, assist with the development/execution of the short term Employment Services Plan in connection to employment initiatives that will achieve departmental objectives (based on the Ends of the organization).
- Contribute to the development and implementation of Personalized Plans.
- Participate in the monitoring, revision and evaluations of plans.
- Participate and contribute to the planning and organizing of employment services that meet both the needs of job seekers and the program mandate.
- Ensure that goals and strategies reflect individual needs, wishes and preferences

2. Service Delivery:

- Implements service delivery that meet the departmental objections based on the Ends of the Organization and the needs of the people supported in Employment Services in a person centered manner.
 - Procedures and practices are maintained, adhered to and continuously improved in order to assess the effectiveness of these services in meeting both departmental objectives and the needs of users, while remaining aligned with the Society's Ends; reporting assessments to the Supervisor of Employment Services and recommend action where needed.
 - Assist the Supervisor of Employment Services in the planning and organizing of services for new program areas to meet individual needs and choices.
 - Coordinates the gradual and thorough transition of job seekers to competitive employment.
 - Conducts assessments to find each person's skills, interests, and employment history and career goals. This may include pre-employment assessments, needs assessments to identify barriers.
 - Assist job seekers with such matters as job readiness skills, job search strategies, and interview skills. Conduct modules on career development and facilitate job club activities.
 - Assess need for assistance from additional support services or systems and make referrals
 - Confer with the Supervisor of Employment Services to identify employers who match the job seeker's interests and abilities, whether through supported or customized employment approaches
 - Prepare job seekers for, and support them during the interview process, if requested
 - Liaise with employer to facilitate an effective orientation and employment success
 - Assist with onsite training, as needed, in order to facilitate independent competency. Develop strategies to integrate the job seeker into the workforce, including integration in the workplace team and culture.
 - Provide follow-up to job seekers and their employers and, where required, identify and address the need for modifications and/or accommodations at the worksite
 - Provide employers with education and support to become confident employers for all abilities
 - Interacts with caregivers and supports to ensure continuity of job placement
 - Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
 - Collect labour market information for individuals regarding job openings, entry and skill requirements and other occupational information
 - Provide consulting services to community groups and agencies, businesses and industry, and other organizations regarding the economic inclusion of persons with disability
 - Ensures service standards to job seekers reflect funding, organizational, and legal expectations.
 - Ensures that vocational plans are developed, implemented, and evaluated in conjunction with the job seeker being supported, their family and advocates, professionals, and that ongoing documentation is maintained
 - Promotes cooperation and communication between job seekers, families, advocates, volunteers, community agencies, vocational placements, and professional support staff
 - Ensures that job seekers are actively and respectfully included in all aspects of their transition to employment
 - Ensures that preventative safety measures are practiced on an ongoing basis.
 - Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Supervisor of Employment Services
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- Advocates for the job seeker's desires and choices
- Support job seekers to obtain and maintain paid employment
- Acts as liaison with the community and promotes community involvement.
- Ensures that program standards and guidelines are maintained
- Maintain and improve relationships with job seekers and stakeholders
- Identifies and organizes information sessions for applicable caregivers, as required
- Attends internal or external committee meetings, as requested by the organization.
- Attend Information and Career Fairs to promote the program in the community.
- Performs other related duties as required

3. Financial and Asset Management:

- Participate in the Employment Services budgeting process through review and recommendation as required by my supervisor
- Seek approvals and advise supervisor of program expenditures to ensure they remain within the existing budget.
- Carry out and ensure care of program's physical assets:
 - *Usage and maintenance of program resources including physical plant, equipment, inventory, supplies and vehicles*
 - *Use assigned resources effectively to meet job seekers' needs and requirements*
 - *Make recommendations to management on resource needs*

4. Promote Professional and Organizational Effectiveness and Accountability:

- Communicate with team members to enhance team and individual performance.
- Cooperate with team members to solve problems, resolve conflicts and make decisions.

5. Risk Management and Compliance

- Take all necessary actions to ensure compliance with statutory requirements, legislated regulations, policies, professional standards, and governance requirements in Employment Services.
- Inform my supervisor of situations that could potentially create liabilities for the organization.
- Produce and maintain appropriate records and statistics, and ensure all required documentation is accurate and complete.

6. Building the Relationships Necessary to Further the Society's Vision and Mission:

- Collaborate with other service providers and funders to develop and resolve intra-agency and cross agency initiatives and issues as assigned by my supervisor;
 - Develop, support and sustain external relationships necessary for SHS achieving its vision and mission;
 - Ensure a positive reputation of the Employment Services department in the community;
 - Identify, establish and maintain community partnerships for employment, education, advocacy and inclusion on behalf of SHS.
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So that...

The Society has Support Employment Services that achieve the following:

People with disabilities live self-directed lives in the community at a justifiable cost:

- 1. People are valued members of society:**
 - 1.1. People perform different social roles.
 - 1.2. People are respected.
 - 1.3. People live in integrated environments.
 - 1.4. People participate in the life of the community.

 - 2. People decide how they live their lives, and make informed choices:**
 - 2.1 People are connected to personal support networks.
 - 2.2 People have intimate relationships.
 - 2.3 People choose where and with whom they live.
 - 2.4 People choose their work
 - 2.4.1 People have paid employment opportunities
 - 2.4.2 People have volunteer opportunities
 - 2.4.3 People have entrepreneurial opportunities.
 - 2.5 People choose and use their environments
 - 2.5.1 People choose services
 - 2.5.2 People have recreational opportunities
 - 2.5.3 People have travel opportunities
 - 2.6 People have educational opportunities
 - 2.7 People have opportunities to explore spiritual needs

 - 3. The rights of people are protected:**
 - 3.1 People are safe.
 - 3.2 People have the best possible health.
 - 3.3 People exercise rights.
 - 3.4 People are treated fairly.
 - 3.5 People are free from abuse and neglect.
 - 3.6 People experience continuity and security.
 - 3.7 People decide when to share personal information.
 - 3.8 The community is aware of the universal rights of all people
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In a way that...

- Incorporates best practices
- Follows the principles and practices of Person Centred Thinking
- Adheres to the Accountability Based Management Principles
- Builds trust while demonstrating and reinforcing our Values, Code of Ethics and Code of Conduct
- Embraces open and respectful communication and genuine relationships across internal and external stakeholder groups
- Models behavior that reflects the organizations values and desired culture
- Supports accountability for one's actions
- Brings out the best in people by fostering high performance, innovation, and initiative
- Shows resourcefulness and creativity at solving problems
- Promotes a forward-thinking and fun environment that celebrates diversity, team work and learning
- Takes a positive and productive approach to resolving conflicts
- Supports SHS's long term vision
- Makes best use of our resources, processes, and systems
- Ensures the rights of people as prescribed in the UN Convention on the Rights of Persons with Disabilities, the Canadian Charter of Rights and Freedoms and related legislation
- Complies with Collective Agreement
- Complies with all workplace Health and Safety Regulations including WorkSafe BC
- Complies with contractual obligations to funders
- Complies with the Occupational Standards of Competence for public service employees
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Working Conditions:

The Employment Specialist:

- Works up to 40 hours per week with the hours delivered on a flexible basis including Days, Afternoons, Overnights and Weekends depending on the needs of the clients. Flexibility to work during weekends in order to support individuals in their employment is required;
- Is a part of the bargaining unit represented by the BCGEU;
- Receives benefits and enjoys working conditions as outlined in the policy manual and the collective agreement;
- Possesses personal transportation enabling unimpeded travel with job seekers throughout the Lower Mainland of BC;
- Reports to work in the assigned location of the Program, which may be changed from time to time depending on the operational requirements;
- Functions independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations;
- Possesses the level of physical fitness necessary to effectively carry out the duties of the position including being able to assist clients to transfer. Activities may include squatting, kneeling, bending, heavy lifting, climbing, etc.;
- Requires work in an environment that requires creativity, out of the box thinking and the ability to work both independently and effectively as part of a team; and
- Accurately maintaining job seeker information and creating reports using various office related programs such as Micro-soft Access, Excel and Word requires good administrative and computer skills.

Qualifications:

The Employment Specialist possesses:

- Diploma (from a recognized university or college) in Career Development, Supported Employment, or Vocational Rehabilitation, or applicable undergraduate degree in Social Services or Adult Education.
- Minimum three to five years experience working with people with developmental and/or physical disabilities

- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
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