

Job Title: Employment Counsellor

Reports to: Program Manager of BC Newcomer Services Program (BCNSP)

Status: Full-time, 37.5 hours/week.

Term Basis Contract Period: April 1, 2025 – September 30, 2026

Salary Range: \$28 an hour

Application Deadline: March 15th, 2025

About VIRCS

The Victoria Immigrant and Refugee Centre Society (VIRCS) is a non-profit organization founded in November 1989 by three former refugees. The centre provides comprehensive support and services for immigrants, refugees, and new Canadian citizens to settle and be successful in Greater Victoria

The multicultural staff serves an average of 4,000 clients each year from all over the world. VIRCS provides a wide range of services to its target group, assisting them with everything from settling in Victoria to finding a job.

Over the years, the centre has developed positive relationships with other organizations, service providers, the local business community, and the community at large. VIRCS gratefully acknowledges the funding support of the federal and provincial governments. VIRCS acknowledges and respects the lək̓ʷəŋən peoples on whose traditional territory the organization sits and the Songhees, Esquimalt, and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Position Overview

The BC Newcomer Services Program (BCNSP) is funded by the Ministry of Post-Secondary Education and Future Skills, provides settlement services to newcomers who do not qualify for Federally funded immigrant support programs. BCNSP addresses the unique challenges faced by different client groups, helping them integrate socially and economically.

The Employment Coordinator plays a key role in supporting this integration by improving workforce readiness and assisting newcomers in contributing their skills and experience to B.C.'s economy.

Responsibilities

The list below outlines the primary responsibilities of the Employment Coordinator. These duties are not exhaustive and may be subject to additional tasks as needed:

- Identify clients' needs, strengths, and barriers through virtual and in-person meetings.
- Provide individualized employment support to eligible clients, including sharing up-to-date labor market information, providing tailored resources, assisting with resume and cover letter reviews, and helping improve interview skills.
- Follow up with clients after sessions to monitor their ongoing progress and outcomes.
- Support clients experiencing workplace safety or employment standards violations, in collaboration with the settlement team.
- Organize employment-related workshops on topics like workers' rights and responsibilities, community networking, and job readiness skills.

- Research available community events, informational workshops, free training opportunities, and other employment-related resources.
- Analyze labor market trends and stay informed about updates to the Employment Standards Act.
- Organize pre-employment training in collaboration with training providers, including verifying eligibility, handling registration, sending confirmations and reminders, and following up on training outcomes.
- Conduct outreach at the JDF Branch Library in Westshore, providing support to ELT students and teachers, and offering scheduled employment services at spoke location.
- Lead weekly-Employment Café hours for eligible clients, with follow-up sessions to assess client progress.
- Evaluate the quarterly report and plan workshops and events at various locations to ensure annual client targets are met for each location.
- Work with the BC NSP team to prepare program outcome reports, schedules, and promotional materials, including posters, brochures, and monthly newsletters.
- Collaborate with the team to prepare and finalize quarterly reports.
- Provide settlement support to clients who directly request assistance.
- Assist the settlement team with additional tasks as needed.
- Continue learning and updating the knowledge and be pleasant.

Additional responsibilities outside of employment coordinator's duties:

- Coordinate 4-6 workshops annually in partnership with the OASIS Society, handling tasks such as communication, creating posters, advertising, managing registrations, sending reminders, supporting workshops, collecting evaluations, and reporting on outcomes.

Qualifications & Experience

- Post-secondary degree, diploma or certificate in a relevant field (e.g., career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management).
- Two (2) or more years of related experience in the employment services, counselling or other support services industry.
- Working towards or holding an associated relevant professional certification (i.e., CCDP, RRP, etc.) preferred, accreditation in the delivery of Personal Counselling considered an asset.
- Experience working with individuals navigating cultural adjustment challenges
- Knowledge of labour market information and resources in Canada
- Knowledge of employment systems and workplace culture of Canada

Job Skills & Abilities

- Strong verbal and written communication abilities
- Proficiency in a second language is an asset
- Exceptional interpersonal and cross-cultural communication skills
- Strong active listening capabilities
- Effective time and resource management skills
- Advanced proficiency in MS Office Suite, internet research, and database management
- Ability to work autonomously and collaboratively within a team

Other Requirements

Criminal Record Check Required

Benefits: After 3 month probation.

TO APPLY

• If your credentials meet the above job description, please forward your cover letter and resume, quoting the job title in the subject line, to: Nasim Hamed, BCNSP Program Manager nasim@vircs.bc.ca.

• **APPLICATION DEADLINE IS March 15, 2025**

NOTE: This application is open to both internal and external candidates. Strong internal candidates will be given preference.

VIRCS is an equal opportunity employer. We especially encourage applications from people of different ethnic and cultural backgrounds, particularly indigenous peoples and immigrants to Canada who are entitled to work in-situ Victoria, British Columbia.