



Employment Facilitator – Campbell River

North Island Employment is currently accepting applications for part-time and/or full-time Employment Facilitators in our Campbell River office. This is an excellent opportunity to work in an exciting, client-centered career with an award winning organization! From Employment Counsellors (Generalists and Specialists working with youth, persons with disabilities, Indigenous) to Workshop Facilitators; Employer Services; Finance and Data Quality; and Administration NIEFS offers a range of career opportunities! As a diverse and inclusive employer we are always open to hearing from anyone interested in the great work we do with our clients and the community!

Who we are...

Connecting people with work since 1986. With over 30 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

As an award winning organization, North Island Employment is a respected leader in workforce development and has been the recipient of numerous nominations and awards that include Business of the Year (26-49 employees) and Diversity Leadership at the Campbell River Chamber of Commerce Business Awards of Excellence along with provincial recognition as Career Development Organization of the Year by the BC Career Development Association and Employment Organization of the Year by the Association of Service Providers for Employability and Career Training.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition competitive wages, extended health and dental, health and sick days, RSP matching, and 3 weeks' vacation to start, are part of the total compensation package for eligible staff.

Why Campbell River...

Voted one of the Best Cities for Work in B.C. by BC Business magazine in 2018 and surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and events in Spirit Square to a very active arts and culture community to year-round world class recreational opportunities and truly affordable housing options, the Campbell River lifestyle is unparalleled.

The community is served by a brand new hospital, ferry terminal to the Discovery Islands, Campbell River Airport (YBL) with daily flights to Vancouver in 35 minutes, municipal broadband infrastructure, a School District with innovative programs, and North Island College that boasts over 70 programs in seven areas of study.

Check out all the great things Campbell River has to offer by visiting:

<http://www.campbellriver.ca/discover-campbell-river> or <https://www.campbellriver.travel/>

Who you are...

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of clients.
- You are easily able to engage clients and keep them engaged through facilitated group workshops.
- You love learning and aren't afraid to ask questions.
- You are organized and have the ability to consistently manage your time.
- You love to learn new curriculum, technologies, programs, and policies.
- You have excellent data management and documentation skills.
- Your collaborative approach to the team you work with make people want to work with you.

The Role...

The Employment Facilitator position reports to the Regional Manager, Client Services and facilitates online, group and one to one workshops related to a range of life skills, job search and career development topics. The Employment Facilitator will assist with researching and providing suggestions for curriculum and content changes that respond to the needs of clients and Ministry policy. The Employment Facilitator will also research and provide up to date labour market information, group and individual activities, and monitor online workshops. This position allows for creatively finding solutions and delivery formats to support clients with the tools they need to find sustainable employment. It is essential that the Employment Facilitator demonstrates the ability to support a diverse population and takes initiative to ensure a safe and inclusive environment for all clients.

Key Duties and Responsibilities

- Facilitation of life skills, job search, career exploration and other relevant subject matter to diverse groups or individuals with various types of needs.
- Incorporate a range of delivery formats (i.e. online, in person, group, cohort etc.) and learning styles into workshops.
- Deliver career development and labour market information resources and trends.
- Assess the employment needs, challenges and strengths of clients using an employment readiness framework and relevant assessment tools to determine appropriate services to support the client to achieve and maintain sustainable employment.
- Work closely with clients to assess and determine suitable, realistic and sustainable career goals.
- Assist clients with referrals to appropriate community resources.
- Other duties as required.

Key Competencies:

- **Values.** Behaves consistently with clear personal values that complement NIEFS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices and professional behavior. Builds a respectful and client-centered workplace committed to maintaining privacy and confidentiality.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting ever-changing demands of clients, funders, employers, and other community stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership and initiative. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement in a highly complex environment.
- **Engagement.** Shows passion for the job and the mission of North Island Employment.

- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows policy, directions and procedures and ensures deliverables are met on time and according to agreed standards.

Qualifications – Knowledge, Education and Experience

- 3 years' experience working as a Facilitator in the employment services industry (or similar industry) working with a broad and diverse range of clients including those with complex barriers both in-person and through virtual services.
- Experience facilitating and developing curriculum for group based workshops.
- Experience coaching and mentoring clients.
- Experience working with scheduling and case management databases.
- Proficient using technology and computer skills associated with group facilitation and job search including learning management systems, internet, email, smart phones, MS Office Word, PowerPoint or other presentation software.
- Advanced keyboarding skills and ability to type a minimum of 40 words per minute.
- Valid driver's license and access to a vehicle.
- Availability to work varied work hours including evenings and weekends.
- A post-secondary certificate, degree, or diploma in a relevant field (e.g. career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education, adult learning or human resource management).
- A criminal record check will be required and employment will be contingent on the result of this check being such that security clearance to work in the Integrated Case Management System can be approved.

How to apply...

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment!

Completed applications must be received by North Island Employment by **Friday, January 24th**.

Please address all applications to:

North Island Employment
 Shannon Baikie, Regional Manager
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