

JOB POSTING

Job Title:	Program Facilitator	Status:	Full -Time
Program:	Community Based Employment	Start Date:	ASAP
Location:	New Westminster	Rate Range:	\$35-\$39
Hours:	40.00 hours/week	Posting #:	26-CBES-001
Schedule:	Monday to Friday, 8:30am-5:00pm	Closing Date:	April 17, 2026

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Full-time Program Facilitator for the Community-Based Employment Services (CBES) program in New Westminister. CBES delivers flexible, trauma-informed, and participant-centred employment supports to individuals facing complex barriers, including housing instability, mental health challenges, substance use, and justice involvement. Using an outreach-first approach, services are provided in accessible community settings and include case management, skills training, peer support, and work experience opportunities, along with wrap-around supports such as housing and counselling referrals.

Reporting to the Program Supervisor, the Program Facilitator provides culturally responsive, client-centred services through outreach, group facilitation, and one-to-one support. The role focuses on building employment readiness, connecting participants to training and opportunities, and supporting long-term employment success. Work is conducted in both office and community-based settings and may involve regular outreach in diverse environments.

KEY RESPONSIBILITIES:

- Deliver outreach in community settings and build trust using trauma-informed, culturally safe approaches.
- Provide flexible, low-barrier support through one-to-one, drop-in, and group activities.
- Facilitate foundational skills training (e.g., financial literacy, workplace readiness, wellness).
- Support individualized employment and training plans.
- Conduct intake, assessment, and ongoing case management.
- Connect participants to wrap-around supports and community resources.
- Assist participants in accessing work experience and employment opportunities.
- Provide job search support and collaborate with employers and partners.
- Incorporate peer-informed practices and support peer engagement opportunities.
- Provide follow-up and coaching to support employment retention and stability.
- Apply anti-racism and culturally responsive practices; collaborate with Indigenous partners.
- Maintain accurate records, participate in team processes, and support program evaluation and improvement.

QUALIFICATIONS:

- A diploma or degree in Social Work, Human Services, Community Development, or a related field (or equivalent experience).
- Minimum 2–3 years of experience working with individuals facing barriers to employment.
- Lived or living experience related to the population served, an asset.
- Experience in employment services, outreach, or case management preferred.
- Strong understanding of trauma-informed practice, harm reduction, and client-centered approaches.
- Knowledge of local community resources, including Indigenous services and employment supports.
- Experience facilitating groups and delivering training workshops, interviewing and electronic reporting and assessment skills.
- Ability to build partnerships with employers and community agencies.
- Excellent communication (verbal and written), interpersonal and organizational skills with the ability to handle sensitive and confidential information appropriately and with discretion while exercising sound judgement.
- Ability to build partnerships with employers and community agencies.

MANDATORY JOB REQUIREMENTS:

- Driver's license and suitable vehicle.
- Standard First Aid with CPR-C.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

Benefits:

- Company events
- Dental care
- Employee assistance program
- Extended health care
- Paid time off
- Vision care
- Pension

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) by no later than April 17, 2026, with the subject line **PF 26-CBES-001**.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.