

## **INTERNAL/EXTERNAL**

|                  |   |                      |                               |
|------------------|---|----------------------|-------------------------------|
| <b>Position:</b> | <b>Career Advisor &amp; Facilitator</b> | <b>Type:</b>         | <b>Full-time (Perm)</b>       |
| <b>Program:</b>  | <b>GREATworks</b>                       | <b>Posting #:</b>    | <b>2900-GREATworks-210326</b> |
| <b>Location:</b> | <b>New Westminster</b>                  | <b>Hourly Rate:</b>  | <b>\$28.28</b>                |
| <b>Schedule:</b> | <b>Weekdays – 9am to 5pm</b>            | <b>Closing Date:</b> | <b>1700H April 7th</b>        |

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.

Located in New Westminster, EFry's new **Gender Responsive Employment and Action Training works** program (GREATworks) provides women with a criminal record the pre-employment counselling, short duration training, and the volunteer or practicum placements necessary to find and keep employment. It can be anticipated that women will have issues related to their mental well-being, the way in which they learn, and other factors affecting employment like childcare or transportation. Staff will provide training and develop personal plans for each woman to support her reaching her goals and addressing barriers inclusive of job search and job placement services.

EFry is proud to be 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.

### **KEY**

#### **RESPONSIBILITIES**

- Provide specialized employment services following an individual service-based model to support participants who self-identify as criminalized
- Ensure a plan providing for basic needs is in place and work with participants to refer to counselling, community resources and other referrals as appropriate
- Work collaboratively within the community and EFry to create resource partnerships addressing issues related to the criminalization of women
- Facilitate soft skills training, employment readiness, essential skills and provide one-to-one coaching
- Assist participants in developing healthy boundaries, confidence, resilience and coping skills
- Provide job search coaching; assist participants in identifying and overcoming employment barriers, setting realistic career goals, and creating and following action plans
- Assist participants with resumes, cover letters, interview preparation, and labour market information and trend research
- Provide career coaching, resource counselling and work experience placements for participants
- Ensure documentation standards are met as part of Min. of Advanced Education & Skills Training requirements & EFry policy
- Where eligible link participants to the Single Parents Employment Initiative and WorkBC services
- Participate in weekly program Case Conferencing to discuss participant and employer issues, and placement opportunities.
- Recruit employers for work experience engagement and activities, job openings through internal resources, cold calls & emails, and screen potential employee referrals for employers
- Meet with employers to create training plans and complete paperwork
- Participate in events / roundtables

- Other duties as assigned

#### **EDUCATION AND EXPERIENCE**

- Training and experience in career counselling, social work, job development and or working with criminalization women
- Experience & knowledge of government programs and entitlements for women seeking employment
- Knowledge of issues and barriers that this cohort can face and the ability to provide solutions to meet these barriers
- Proven experience to work independently and part of a team to deliver exemplary service
- Either a Bachelor's degree in a related field or a combination of education and experience
- Excellent computer skills (all Microsoft Applications)
- Certified Career Development Certification is an asset
- Strong communication skills, both written and verbal
- A demonstrated positive attitude towards change
- A criminal record check will be required

Consider joining our committed team of staff and being part of an inclusive and rewarding workplace. Candidates are invited to send cover letters and resumes by April 7, 2021 to:

Lisa Clinton, Executive Assistant  
email: [lisa.clinton@elizabethfry.com](mailto:lisa.clinton@elizabethfry.com)

We thank all who apply, but only applicants selected for an interview will be contacted. All employment will be decided on the basis of qualifications, merit, and EFry need. For more information about this and other EFry career opportunities, please visit [ElizabethFry.com](http://ElizabethFry.com)