Elizabeth Fry Society of Greater Vancouver

JOB POSTING

Job Title:	**Career Advisor**	**Status:**	**Temp Part -Time**
Program:	**Project Based Labour Market Training**	**Start Date:**	**ASAP**
Location:	**Vancouver Downtown & New Westminster**	**Rate Range:**	**$34.20**
Hours:	**35.00 hours/week**	**Posting #:**	**26-PBMLT-118**
Schedule:	**Monday to Friday, 8:30am-4:30pm**	**Closing Date:**	

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 **Part-time Career Advisor for the Health Care Assistant (HCA) Program** under Project-Based Labour Market Training (PBLMT). The program supports participants in completing Health Care Assistant training and transitioning into sustainable employment in the health care sector. The Career Advisor will provide individualized, participant-centred employment support, career planning, job search assistance, employer engagement, and follow-up throughout the training and employment journey.

Reporting to the Program Supervisor, the Career Advisor provides culturally responsive and trauma-informed career and employment services through one-to-one support, workshops, employer engagement, and community-based activities. The role focuses on helping participants identify career goals, build employment readiness, successfully navigate their HCA training and practicum, and transition into employment. The position works collaboratively with training providers, health care employers, community partners, and program staff to support positive employment outcomes.

KEY RESPONSIBILITIES:

- Provide individualized career counselling, employment coaching, and ongoing support to program participants.
- Conduct intake, assessment, and career planning to identify participants' goals, strengths, skills, and employment barriers.
- Develop and support individualized employment and career action plans.
- Provide resume development, cover letter writing, interview preparation, job search, and networking support.
- Support participants in preparing for practicum, work experience, and employment opportunities within the health care sector.
- Build and maintain relationships with health care employers, community agencies, training providers, and other employment partners.
- Identify and promote employment opportunities for HCA graduates and facilitate connections between participants and employers.
- Organize and facilitate employment-related workshops, employer presentations, information sessions, job fairs, and networking activities.

- Provide coaching and support to participants throughout their training and transition into employment.
- Identify barriers that may affect successful training completion or employment and connect participants with appropriate community and wrap-around supports.
- Provide follow-up support to participants and employers to promote successful employment retention and long-term stability.
- Maintain accurate and timely participant records, case notes, employment plans, outcomes, and required program documentation.
- Track participant progress, employment outcomes, and follow-up requirements in accordance with PBLMT and organizational requirements.
- Work collaboratively with instructors, program staff, employers, and community partners to address participant needs and support successful outcomes.
- Apply trauma-informed, culturally responsive, anti-racist, and participant-centred practices in all interactions.
- Maintain confidentiality and professional boundaries while handling sensitive participant information.
- Participate in team meetings, program activities, evaluation, and continuous improvement initiatives.

QUALIFICATIONS:

- A diploma or degree in Career Development, Employment Counselling, Social Work, Human Services, Psychology, Education, Human Resources, or a related field (or an equivalent combination of education and experience).
- Minimum 2–3 years of experience providing employment services, career counselling, case management, job development, or related support.
- Experience supporting individuals facing barriers to employment is strongly preferred.
- Experience working with individuals pursuing careers in health care, community services, continuing care, or related sectors is an asset.
- Knowledge of the B.C. health care and employment landscape, including Health Care Assistant employment opportunities, is an asset.
- Strong understanding of trauma-informed, culturally responsive, and participant-centred approaches.
- Experience developing employment plans and providing job search, resume, interview, and career planning support.
- Demonstrated ability to build and maintain relationships with employers, training providers, community agencies, and other partners.
- Experience facilitating workshops, group sessions, and employment-related training.
- Strong assessment, interviewing, case management, documentation, and electronic reporting skills.
- Knowledge of local community resources and employment supports.
- Excellent verbal and written communication, interpersonal, and organizational skills, with the ability to handle sensitive and confidential information appropriately and exercise sound judgment.
- Ability to work independently and collaboratively in a fast-paced, community-based environment.
- Proficiency with Microsoft Office and electronic case management/reporting systems.
- Commitment to equity, diversity, inclusion, anti-racism, and culturally safe practices.

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:

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than August 18, 2026, with the subject line **26-PBLMT-118.**

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