






## Vernon & District Immigrant & Community Services Society

#100-3003 30th Street  
Vernon, BC  
V1T 9J5

250.542.4177   
vdicss@vdicss.org   
www.vdicss.org 

### About Us:

Vernon and District Immigrant and Community Services Society is rooted in the ancestral, traditional, and unceded territory of the Okanagan Syilx Nation. With deep gratitude, we acknowledge the centuries-long legacy of the Indigenous stewards who welcomed settlers with kindness. At VDICSS, we strive to emulate this inclusivity, fostering a culturally conscious, equitable community that champions the rights of all. Our mission is to support newcomers in becoming thriving, contributing community members, guided by our values of Equity, Empowerment, Progress, Inclusivity, Diversity, and Collaboration.

### Position Overview:

The Employment Services department is seeking a passionate and experienced Employment Advisor to join our team. Working directly with newcomers, you will act as a mentor and ally for those in our community looking to access the labour market, explore post-secondary education and gain sustainable employment. Using creative thinking and attention to detail, you will get an opportunity to meet new people all the time and no two days will be the same!

**Job Title:** Employment Advisor

**Organization:** Vernon and District Immigrant and Community Services Society

**Location:** Vernon, BC

**Position Type:** Fulltime 35 hour per week position. Workdays will run from Monday to Friday including some evenings and weekends if/ when required.

**Wage range:** \$24-28 per hour

### Primary Responsibilities:

#### *Individual Employment Counselling:*

- Provide one-on-one career development counselling for newcomers in a supportive, culturally sensitive and linguistically appropriate manner.
- Interview clients to obtain employment history, educational background, and career goals.
- Assess needs for assistance, such as financial aid or further training.
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Develop and implement action plans to assist clients in determining goals and means of achieving them.
- Collect labour market information regarding job openings, entry and skill requirements and other occupational information.
- Identify additional/alternative services and provide referrals.

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- Implement and carry out bi-weekly follow up with clients to document and track retention.
  - Research and keep up-to-date on current employment related training opportunities, PBLMT's, grants, and other programs.

### ***Presentations/Facilitations:***

- Present to groups on a variety of topics in a clear and engaging manner.
- Act as an Employment Department representative when attending workshops, hiring fairs, committees, and networking events in the community.
- Promote employment-related services for individuals and groups within and outside our agency.

### ***Administration:***

- Maintain appropriate written records and files pertaining to Employment Services.
- Maintain and submit accurate tracking forms and provide regular monthly updates to the coordinator.
- Maintain overall management of client caseload.
- Participate in on-the-job training.
- Actively participate in all Employment Services staff meetings and workshops.
- Ensure appropriate and confidential handling of client information and files.
- Purchase supports, record costs and file receipts.

### ***Qualifications:***

- Degree, diploma or certification in a relevant field (Business Admin, Psychology, Sociology, Counselling, Education, Human Resources or equivalent).
- Excellent communication skills that foster respectful, collaborative, and productive relationships with participants and community partners.
- Knowledge and experience in Microsoft Suite
- Organizational, time management and leadership skills.
- Experience using Case Management Systems.

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- Strong typing skills, with an average of 60/wpm is considered an asset.
  - Experience in actively supporting newcomers, multi-barriered people, and diverse populations is an asset.
  - Experience working with diverse client populations is considered an asset.
  - Ability to communicate in a second language is an asset.

We understand that it is rare for someone to meet 100% of the qualifications, so please apply anyways and share with us why your skills and expertise are a good fit for our role.

### How to Apply:

For interested applicants, please submit your resume and cover letter to [hr@vdicss.org](mailto:hr@vdicss.org) with a subject title "Employment Advisor". This position will remain open until a suitable candidate is found.

*VDICSS is committed to providing equal opportunity for all employees and applicants, and our employees are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. All our employee's points of view are key to our success, and inclusion is everyone's responsibility.*