



## **Employment Specialist**

**Location:** New Westminster

**Position:** Full Time ,Temporary - 1 Year contract, 37.5 hours per week

**Compensation:** \$33.77 - \$38.77 per hour, excellent benefits included after successfully complete probationary period

**Start Date:** ASAP

**Join us to advance our vision of Good and Full Lives for Everyone.**

*posAbilities* assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centered services for individuals and the families who care for them.

Our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

The Employment Specialist is accountable to the Employment Services Assistant Manager and Manager.

**The Employment Specialist must have a flexible schedule and have demonstrated the ability to maintain relationships through community marketing.** Get to know the satisfaction of changing someone's life!

### **KEY DUTIES AND RESPONSIBILITIES :**

- The Employment Specialist works primarily at the posAbilities' Employment Services location and will be required to travel to locations throughout the Lower Mainland to attend meetings with participants and employers.
- Coordinates the gradual and thorough transition of persons served to competitive employment.
- Conducts assessments to find each person's skills, interests, and employment history and career goals. This may include pre-employment assessments, needs assessments to identify barriers
- Assists participants with such matters as job readiness skills, job search strategies, and interview skills.
- Conducts modules on career development and facilitates job club activities
- Assesses need for assistance from additional support services or systems and makes referrals

### **ABOUT YOU:**

- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
- Knowledge of the local community's resources and services including services provided in the Community Living field.
- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living
- and working in the community are protected and respected.
- Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact
- Able to facilitate interactions between strangers
- Demonstrates humility

- Demonstrates awareness of other cultures and minorities
- Excellent written and verbal communication skills
- Excellent organizational skills
- Computer literacy including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals
- Ability to assess work environments to determine suitability of employment

**You MUST have the following:**

- Emergency First Aid and CPR level B or C
- Mandt System training,
- Current TB Test
- A clear Criminal Record Check for Children and Vulnerable Adults
- A valid BC driver's license, clean driving record, reliable vehicle with business insurance with minimum \$3 million liability

**YOUR Application:**

Please apply with your resume via our website at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers) or via email to [careers@posAbilities.ca](mailto:careers@posAbilities.ca) . Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.