



**External Posting
Job Search & Retention Specialist
Greater Victoria**

GT Hiring Solutions 2005 Inc. is seeking to fill the position of **Job Search and Retention Specialist** under the WorkBC Employment Services Program in our Greater Victoria catchment.

GTHS has been a leading provider of high quality employment services on Vancouver Island since 1994, with a mission to work to improve the lives of our Clients by helping them achieve their employment goals while delivering exceptional services. We do so by having fun, being innovative, and championing our team. Placing principles before profit, we are held accountable to the collective conscience of our team, partners and the communities in which we live and work. Openness, honesty, a respectful workplace, as well as a sincere desire to see people and communities grow are the underlying principles that drive all of our actions

Scope and Purpose

Working in collaboration with WorkBC Employment Services team members as appropriate, the **Job Search & Retention Specialist** delivers Case-Managed Job Search and Job Sustainment Services, through all three (3) service delivery channels, in support of the successful job search and attainment, and employment retention of the Client. Additionally, the individual within this position will consistently monitor and practically support the Client's job search progress, including providing ongoing coaching and effective utilization of appropriate WorkBC Employment services, in order to increase the probability of the achievement of the employment outcomes and objectives required as part of the WorkBC Employment Services Program.

Required Minimum Experience, Knowledge, Skills and Abilities

- Post-secondary degree, diploma or certificate in a relevant field (e.g., career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management)
- Two (2) or more years of related experience in the employment services, counselling or other support services industry
- Working towards or holding an associated relevant professional certification (i.e., CCDP, RRP, etc.) is preferred
- Demonstrated experience in the delivery of Life/Essential Skills Training
- Appropriate accreditation and demonstrated experience in the delivery of Personal Counselling would be an asset
- Capacity to effectively conduct and interpret Client needs assessments and employ exploration tools in accordance with individualized Client needs and abilities

- Demonstrated experience providing services and support to individuals with complex barriers, including barrier identification and resolution
- Proven experience and success in the areas of job maintenance and the ability to build productive and ongoing employer relationships that are of benefit to the success of the Client
- Extensive knowledge of job search and networking strategies
- Experience in, and the ability to, successfully coach and mentor Clients to gain effective job search tools and strategies;
- Ability to build and maintain a network of partnerships with local employment and community agencies, employers, social service & referral programs, and other relevant stakeholders
- Excellent oral and written communication skills
- Proven ability to successfully work with and support individuals from a broad range of cultural backgrounds based on a sensitivity to and understanding of the unique challenges they may face
- Strong administrative skills and computer proficiency with specific emphasis on MS Office programs (Word, Excel, Outlook) and customized databases
- Alignment with and ability to display GTHS' organizational core values of: integrity, excellence, continued growth & development, compassion, partnerships and passion
- Multilingual (English plus French or another language) ability to communicate effectively with Clients, both verbally and in writing is preferred

Please Note: A clear criminal record check and/or certified criminal record report including vulnerable sector check is mandatory from your local police department. (Can be dated within the past 12 months)

Competitive salary and benefits offered.

Please respond by email with the position identified as **JobSearchRetentionVictoria1** in subject line and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by **4pm on Wednesday, April 24th, 2019**. Please send your application package to hr@gthiringsolutions.ca

GT Hiring Solutions values the diversity of the people it hires and serves, fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths and better serve our community. Applications from qualified candidates of all backgrounds are encouraged for this posting.