



Victoria Native Friendship Centre  
Internal & External Employment Opportunity – IMDEES Team



# Employability Coach – 4 FTE

Indigenous Model for Developing Employment & Economic Success

Working as part of the IMDEES (Indigenous Model for Delivering Employment and Economic Success) Team and reporting directly to the Program Director, the Employability Coach will provide one-on-one employment readiness support for program participants as well as facilitate group programming and team projects. Employability Coaches will mentor new workers and provide support and connections to both employee and employer.

## DUTIES: (include the following and not limited to)

- Works with Indigenous individuals/students to identify, understand and appreciate those critical factors that are fundamental to their success in either employment or education such as but not limited to: employment and/or educational variables including reading, writing, computation skills, subject pre-requisites, short and long term educational goals; and non-education variables including commitment to goal, financial resources.
- Maintains accurate and appropriate records
- Represents the VNFC in a professional respectful manner at all times.
- One-on-one and group communication with participants for assessment
- To keep detailed records of program activities and participants actions and be comfortable working with a database.
- Be comfortable working with a database.
- Transporting up to four participants on an ongoing basis.
- Liaise with industry to identify employment needs-jobs, basic skills, hiring procedures, etc.
- Matching Participants with appropriate jobs and/or further training
- Preparation for employers and worksite -cultural awareness (Is this part of the frontline workers job?)
- Preparation for workers -resumes interviews, expectations
- Coaching support for goal setting and career progression
- Contribute to implementing an effective learning model
- Contribute to content of workshops, meeting the needs of individual cohorts
- Facilitating workshops with participants, developing and adjusting curriculum based on needs of individual cohorts

## EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate will possess a combination of education and experience that satisfies all or most of the following:

- Degree or college diploma in a related field, such as psychology, social services or education, and/or sector specialist in manufacturing, construction, hospitality / tourism, human resources, post-secondary education.  
Lived experience is an asset, and will be recognized in combination with good interpersonal skills
- Experience working with Indigenous communities and/or non-profit organizations.
- Strong case management skills and knowledge of integrated case management processes
- Knowledge of and experience with Indigenous education and employment issues. Experience delivering employment training services preferred.
- Excellent facilitation and communication skills, including the ability to create a culturally safe learning environment.
- Experience delivering a learning program or coaching model, with ability to assess learning and promote self-awareness
- Demonstrated skills in report writing, statistical tracking and documentation: preparing correspondence. (covered already in communication skills and record keeping)
- Ability to deal with crises and/or work effectively in a high profile, heavy volume, frequent contact environment.
- Ability to deal with crises and/or work effectively in a changing environment
- Proficiency in the use of software applications, databases, spreadsheets, and word processing required (Microsoft Word, Excel, Outlook and Word)
- As part of this is outreach work candidate must have reliable transportation and hold valid B.C. driver's license and clean driving record. (Recent driver's abstract to be submitted)
- Physical requirement - The incumbent must spend a major portion of the work hours sitting and working at a computer, with some standing and walking and carrying of program materials
- Must provide current vulnerable sector criminal record check.  
This is a dynamic and changing job, helping indigenous identified community members prepare themselves for success in the current job market. It requires excellent interpersonal skills, group facilitation and understanding of the barriers faced by First Nations accessing employment. Ability to keep accurate records, communicate effectively and support individuals to find their path to success is essential. VNFC recognizes lived experience in combination with skills and education

Victoria Native Friendship Centre  
231 Regina Ave, Victoria BC V8Z 1J6  
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586

**SALARY:** Wage \$20.94/per hour (BCGEU #301)  
**HOURS:** Monday to Friday 35 hours/week, schedule to be set to meet program needs; evening hours could be required  
**COMMENCES:** November 2019  
**TERM:** Full contract term

**Please submit your resume and cover letter attention to:  
Ron Rice, Executive Director**

*(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)*

**No phone calls please, only those selected for interviews will be contacted.**

**An eligibility list will be established.**

# **Closing Date: Until all positions are filled**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

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