



Vocational Consultant - 1 FTE

Working as part of the CEER (Career, Employment & Educational Resources) Team and reporting directly to the Director of CEER, the **Vocational Consultant** will provide direct services that include support and career counseling for Indigenous individuals to help achieve their employment, career planning, and/or educational goals.

DUTIES: (include the following and not limited to)

- Works with Indigenous community members to identify, understand and appreciate those critical factors that are fundamental to their success in either employment or education, such as reading, writing, computation skills, subject pre-requisites, short and long term educational goals, motivation, commitment, financial resources etc.
- Identify barriers to employment/education and assist community members with job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Maintains accurate case files, case management plans, and follow-up.
- Represents the VNFC in a professional, respectful, and kind manner at all times.
- Regular statistical and narrative program reporting.
- Collaborate with community partners, professionals and other service providers to create positive working relationships and make appropriate referrals; meeting the issues and concerns of the community members served
- Help develop, organize or facilitate a variety of short-term training sessions designed to enhance prospects for employment or further education.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates a high level of self-awareness, emotional intelligence and ability to respond appropriately to situations as they arise
- Strong case management skills and knowledge of integrated case management processes
- Knowledge of and experience with Indigenous education and employment issues.
- Knowledge of the educational/training institutions in Greater Victoria.
- Demonstrates resiliency and ability to balance the self in a holistic way (body-mind-spirit)
- Experience working with Indigenous communities and/or non-profit organizations
- Kind, warm hearted, team player who demonstrates a high level of respect for co-workers and colleagues
- Awareness of Indigenous Culture and issues affecting Indigenous program participants
- Excellent facilitation and communication skills.
- Demonstrated skills in report writing, statistical tracking and documentation: preparing correspondence.
- Ability to deal with crises and/or work effectively in a high profile, heavy volume, frequent contact environment.
- Proficiency in the use of software applications, databases, spreadsheets, and word processing required (Microsoft Word, Excel, Outlook and Word)
- 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.

EDUCATION AND EXPERIENCE:

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
- Completion of secondary school and several years of experience in services related to career counselling, or in a helping profession
- 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)

SALARY:

Wage scale \$20.46. – 21.94 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:

immediate

TERM:

March 31, 2020 fiscal year term (continued funding pending)

Position open until filled

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

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

An eligibility list will be established.

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