



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 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 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.
- Assess barriers to employment/education and assist clients 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 manner at all times.
- Regular statistical and narrative program reporting.
- Collaborate with community partners, professionals and other service providers to create positive working relationships; meeting the issues and concerns of the clients, as well as promoting a positive image of VNFC as an organization.
- Help develop, organize or facilitate a variety of short-term training sessions designed to enhance client's prospects for employment or further education.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.
- Experience working with Indigenous communities and/or non-profit organizations
- 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 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)
- Experience working with Indigenous communities and/or non-profit organizations.

SALARY: Wage scale \$20.46. – 21.46 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: January 2019
TERM: March 31, 2019 fiscal year term

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.

Closing Date: Dec. 10, 2018 at 4:30 pm

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

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