

**Job Posting: Employment Case  
Manager (Fluent in Vietnamese  
language)**

**Kiwassa Employment Support Program – WORKBC**

**Summary:**

Kiwassa Neighbourhood House, a multi-service community agency working in East Vancouver, is looking for an EPBC Case Manager/Employment Specialist to support good employment outcomes for multi-barriered clients from Vietnamese-speaking communities. This position is a 21-28 hours per week, beginning mid-December 2018 until end-March 2019, with possible extension.

The Employment Support Program is a partner in Vancouver Northeast Employment Services Centre with MOSAIC, specializing in providing WORK BC services to multi-barriered clients.

**Qualifications:**

- Knowledge and previous experience with the Integrated Case Management system and EPBC policy essential
- Minimum two years' experience in providing employment services to diverse clients, and/or previous experience in providing long-term interventions to clients, in EPBC model
- Demonstrated effective client-centred counselling skills in working with multiple pre-employment issues, such as addiction and mental health
- Post-secondary education and/or certification in Adult Education, Career Practitioner, Employment Counselling and/or Counselling training, or mix of training and work experience
- Experience in providing employment/life skills training in group setting
- Demonstrated ability to work effectively in a team management model
- Demonstrated effective problem-solving and communication skills
- Experience in marketing, recruitment, media and design is a strong asset
- Second language and experience in working in a multicultural community is an asset

**Duties:**

- Conduct information and orientation sessions for clients accessing services
- Enter all documentation required in I.C.M. to open and maintain client files
- Conduct in-depth assessment of employment related strengths and barriers and provide community referrals for a wide variety of personal, situational and health related issues.
- Provide DRENAs and referrals to specialized assessments
- Develop Client Action Plans, and update as required by policy
- Review and refer to EPBC policy guidelines in all service delivery
- Provide job search and job start financial supports and arrange STOC
- Assess client readiness and feasibility for long-term interventions (such as occupational training), based on results of assessments, and client labour market research/job search activities. Support clients with completion of applications. Complete documentation for training and self-employment funding packages, and submit for approval.
- Document individual services for each client in ICM, following EPBC policy, and bill for services
- Teach workshops as needed on Career Planning, Life Skills, Job keeping and Job search and job development strategies.
- Participate in team meetings, agency activities, program marketing and ongoing program planning

**Closing Date:** December 6<sup>th</sup>, 2018

Send your resume attention Gulalai Habib (Director of Settlement and Employment Programs).