



Job Title: EmPOW3r Employment Program Facilitator (full-time)

Summary:

Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a full-time Employment Program Facilitator for EmPOW3r, a new employment program for survivors of violence and/or abuse, being delivered in partnership with VEEES/New Start Bridging with support from the Ministry of Advanced Education. The EmPOW3r Facilitator delivers employment, career, life skills and essential skills training services through group workshops and individual sessions, to support participant learning, engagement in their work job placement experiences.

You are passionate about helping people discover their strengths, learn new skills, and build confidence to find and sustain employment success. You have demonstrated an ability to create and deliver safe, inclusive, and fun employment curriculum and classroom environments for clients.

Qualifications:

- 2+ years of experience providing trauma-informed services and support to vulnerable populations, including survivors of violence and/ or abuse;
- 2+ years of designing and facilitating group and one-to-one employment training programs and workshops;
- Solid comprehension of career development theory and practice, assessing industry and labour market needs, trends, and informational resources;
- Ability to build rapport and work effectively with culturally-diverse and vulnerable populations;
- Excellent interpersonal, organizational and time management skills;
- Strong written and verbal English communication skills;
- Ability to work co-operatively in a team environment and with multiple stake holders;
- Proficient word processing, database skills;
- Strong knowledge of community resources and networks;
- Strong knowledge of employment resources and regulations;
- Good counselling skills and case management skills;
- Current and satisfactory Criminal Record Check for vulnerable population.

Desirable Skills & Experience:

- Additional language capacity;
- Non-violent Crisis Intervention certification;
- Certification / Degree as a Career Development Practitioner
- First Aid certificate

Responsibilities:

- Collaboratively work with a team to refresh and deliver series of interactive and engaging 12-week employment and life skills curriculum in group and one-to-one sessions;
- Develop and maintain positive and consistent communication and relationships with participants, staff, funders, community and employer partners;

- Perform administrative duties such as attendance reporting and monthly/ quarterly progress update in timely fashion or other database as required/ requested, ensuring information is kept confidential and well organized;
- Help clients prepare for job search and interviews, including top-notch resumes, cover letters, business cards and correspondence;
- Support Empow3r participant recruitment, community engagement and employment attachment efforts of the team.

COMPENSATION:

- This is a full-time, 35 hour per week opportunity that pays \$24-26/hour + generous benefits package. We would be also open to proposals from candidates that are seeking part-time hours.

To be considered for this position, please email your resume and cover letter to careers@kiwassa.ca ATTN: EmPOW3r Program before 12 noon on August 20, 2019.

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəyəm (Musqueam) Nations.

www.kiwassa.ca

Canada



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