

## **Job Posting**

Position/Title: Employment Skills Facilitator (Indefinite Term Position)  
Program: Kiwassa Employment Services – EMPOW3R Program  
Wage: \$26.5 - \$28.5 (depending on experience)  
Hours & Location: 35 Hours Per Week  
Start Date: ASAP

Effective Date: December 3, 2021

Closing Date: When the position is filled

Kiwassa Neighbourhood House is grassroots, multi-service community agency that has been providing a broad range of free or low-cost social services and programs to children, youth, adults, seniors and families in East Vancouver for 60 years. Kiwassa works in partnership with residents, community agencies, businesses, government, and non-government organizations, using a community development and capacity building approach to identify and respond to community needs. We are seeking an Employment Skills Facilitator to fill in a position for our signature program EMPOW3R employment readiness program for survivors of violence, abuse, and trauma.

### **Job Summary**

Under the supervision of the Coordinator of Employment Services and EMPOW3R, the Skills (Workshop) Facilitator is responsible for delivering job search workshops for a population that self-identifies as survivors of violence, abuse, and trauma. The successful candidate will deliver an 8-week employment readiness workshop, as well perform participant documentation. The candidate will be interacting with EMPOW3R Job Developer, Trauma Counselor, and Coordinator in various capacities. The job entails supporting participants who are simultaneously enrolled in ECEA course with training institutions.

*Reporting to: Coordinator, Kiwassa Employment Services (WorkBC & EMPOW3R Program)*

### **Responsibilities**

- Develops and delivers effective classroom instruction to improve adult learners' employability.
- Utilizes a variety of interesting and effective teaching methodologies, and regularly develops and updates curricula
- Knowledgeable in applying anti-oppression principles, anti-racist and a trauma-informed approach in working with inclusion and equity-seeking groups. Must be comfortable using experiential learning and decolonization approaches
- Maintains and monitors client progress to successful job attachment outcome by building a strong rapport with participants and documenting client activities
- Evaluates curriculum and teaching methodologies and regularly updates classroom instruction delivery to improve successful client outcome
- Maintains an excellent working knowledge of local labour market trends, community resources, the needs of job seekers and employers, and other stakeholders
- Attends and takes an active role in participating in program, departmental and all-staff meetings; including team meetings and case conferences

- Assists in resolving client complaint and managing aggressive client behaviors

### Qualifications

- Current and satisfactory Criminal Record Check is a requirement.
- A post-secondary certificate, degree or diploma in a relevant field (e.g. career or employment development, TESOL, Essential Skills, and curriculum development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management).
- Demonstrated experience in:
  - a. Coaching and mentoring program participants
  - b. Working with individuals with complex barriers and a broad range of cultural backgrounds
  - c. Building partnerships with community agencies, employers, and other stakeholders
  - d. Providing customer service and resolving issues
  - e. Delivering basic life skills / essential work skills program
  - f. Adapting teaching materials to meet the needs of clients
  - g. Facilitating group-based learning for adult learners
- Ability to multi-task and manage client caseload while balancing between client services and outcome targets
- Possess strong interpersonal, cross-cultural communication skills or experience working with immigrant populations from diverse backgrounds; as well patience, tact, flexibility, and ability to build rapport with program participants
- Good working knowledge of existing programs and services, community resources, and local labour market conditions
- Familiar with standard office equipment and skilled in the use of word processing software, the Internet, Zoom technology, instant messaging, and e-mail
- Fluency in a language other than English is an asset
- Knowledgeable in the childcare and education sector is an asset

**Application Details** \*\*\**This position requires a criminal background check.*

Please send your resume and cover letter outlining relevant experience to:

Kiwassa Neighbourhood House  
2425 Oxford Street Vancouver BC V5K 1M7

Email to: [info@kiwassa.ca](mailto:info@kiwassa.ca)

Subject line: Kiwassa Employment Skills Facilitator Application

### Deadline for Applications: When Position is Filled

*We thank everyone for their interest. Only short-listed candidates will be contacted for interviews. Kiwassa Neighbourhood House is an equal opportunity employer. All applicants will be considered without discrimination against race, colour, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status.*