

Position/Title: Employment Skills Facilitator (6-Months Term Position)  
Program: Kiwassa Employment Services – EMPOW3R Program  
Wage: \$26.5 - \$28.5 (depending on experience)  
Hours & Location: 35 Hours Per Week (Hybrid Role)  
Start Date: April 3, 2023 – September 30, 2023

Effective Date: February 17, 2023

Closing Date: Until Filled

**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 xʷməθkʷəy̓əm (Musqueam) Nations. A multi-service community agency working in East Vancouver, Kiwassa Neighbourhood House seeks an energized community builder to lead our neighbourhood-focused community development work.

### Job Summary

Employment Skills Facilitator – 35 hours per week regular full-time position. This is a hybrid position, including regular on-site work as well as some work from home options. This is a unionized position covered by a Collective Agreement with the BCGEU. Under the supervision of the Coordinator of Employment Services, the 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 the EMPOW3R Job Developer, Trauma Counselor, and Coordinator in various capacities.

### 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
- Attends and takes an active role in participating in program, departmental and all-staff meetings, including team meetings and case conferences

### 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. Working with individuals with complex barriers and a broad range of cultural backgrounds
  - b. Delivering basic life skills / essential work skills program
  - c. Facilitating group-based learning for adult learners
- 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
- Knowledgeable in the childcare and education sector is an asset



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

Kiwassa Neighbourhood House

2425 Oxford Street Vancouver BC V5K 1M7

Email to: [dir.settlement.employment@kiwassa.ca](mailto:dir.settlement.employment@kiwassa.ca)

Subject line: Kiwassa Employment Skills Facilitator Application

*We believe diversity drives collaboration, innovation, and better solutions. We celebrate cultural diversity and multiple approaches and points of view and are actively working to ensure our team reflects the communities we serve. We thank all applicants for their interest. However, only short-listed applicants will be contacted.*