EXTERNAL POSTING
Employment Services Advisor – Disability Focus

GT Hiring Solutions 2005 Inc. is currently seeking an experienced applicant to fill the permanent/full-time position (37.5 hours/week) of Employment Services Advisor – Disability Focus in Victoria.

Duties & Responsibilities
The Employment Service Advisor is responsible for ensuring that clients are provided with appropriate services and supports under the guidelines of the Employment Program of BC (EPBC) and as directed by the ESC Manager. The case management responsibilities of this role include, but are not limited to: client intake and conducting assessments of individual’s employability, development and implementation of individualized action plans, referral to appropriate services and/or providers, monitoring and follow-up of clients and management of individual client funds. Additionally, the efficient and consistent maintenance of client, service and statistical data related to the case management process in dual computerized case-management systems (ICM/Client Connect) is integral to success within this varied role.

The Employment Service Advisor will assist clients by utilizing a variety of employment counselling techniques and by delivering a diverse array of individualized services focused on employment exploration, decision making and planning and job search preparation. The Employment Service Advisor will be the main contact for Case Managed clients throughout their participation in EPBC.

Education
- An undergraduate degree or diploma in Career Development, Social Work, Vocational Rehabilitation, Human Services, Psychology, Counselling, combined with three (3) or more years of experience in the employment services industry.
- Current and active member of the Vocational Rehabilitation Association – RRP is preferred.
- Fully bilingual in French and English would be a definite asset.

Experience working with Disabilities
- Experience and knowledge of specialized assessments including ability to recognize when an assessment is needed, type of assessment, which professional to refer the client to and, how to refer them.
- Extensive knowledge of disabling conditions such as mental health conditions, cognitive conditions such as brain injury, learning disabilities and physical disabilities.
- Demonstrated knowledge of accommodations needed for Clients with disabilities.
Experience with vocational rehabilitation processes including assessing and determining financial supports related to aids and devices such for people with disabilities.

General Experience

- Familiar with Employment Insurance and BC Employment and Assistance (BCEA) application procedures as well as other programs and funding sources that may be available to Clients.
- Significant experience providing personal management counselling, employment counselling and vocational rehabilitation services to people with multiple barriers and/or disabilities.
- Proven experience in working with youth, youth at risk, disability clients, aboriginal communities, and people with addictions issues.
- Familiar with local community services and the demonstrated ability to promote the Employment Service Centre (ESC) within the local community in order to develop and maintain meaningful community connections that increase awareness and access to available employment services.
- Strong administrative skills and computer proficiency with specific emphasis on MS Office (Word, Excel, Outlook), and customized databases.

Please Note: A clear criminal record check and/or certified criminal record report including vulnerable sector check is mandatory from your local police department (can be dated within the past 12 months). Additionally, a Valid Class 5 Drivers License and your own transportation is also a condition of employment.

Competitive salary offered.

Please respond by email with the following position number in the subject line, VictoriaDESA4, and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by 4pm on Friday, September 8, 2017. Please email your application to hr@gthiringsolutions.ca

We thank all those who submit an application, however, only those shortlisted will be contacted for an interview, and supplied with a complete job description.