



Victoria Immigrant & Refugee Centre Society (VIRCS)

3rd Floor, 637 Bay Street - Victoria, BC V8T 5L2

Telephone: 250-361-9433, Fax: 250-361-1914

Job Description: Education and Employment Counselor

Job title: Education and Employment Counsellor
Reports to: I Plan It Program Coordinator
Status: One year contract, full time – 37.5 hours a week

Primary Accountability:

To work with the I Plan It Program for young immigrants and refugees (ages 15-25) in providing assistance, guidance and resources to young immigrants and refugees on all aspects of their education and long term career planning.

Responsibilities:

Education and Employment Counseling

- Work with newcomer youth to identify employment goals
- Help identify education options and goals (college, university, trades etc)
- Assist in orientation, finding and applying for financial aid (sponsorship, scholarships, bursaries, student loans etc)
- Provide field trips and promote orientations to various schools
- Plan and co-facilitate life skills workshops (6-8 per year)
- Plan and facilitate career planning workshops (approximately 6 per year)
- Provide individual employment counseling (including job search strategies, action planning, interview skills, employee/employer expectations, cross cultural communication, workplace culture etc)
- Develop, implement and evaluate work placements with program clients
- Contact active clients every two weeks to follow up on progress
- Promote training opportunities (first aid, WHIMS, food safe etc)
- Encourage volunteerism in areas related to career goals
- Establish relationships with local employers
- Collaborate with VIRCS Employment Transitions and Coaching staff in finding short-term work options for clients

Administrative Responsibilities

- Reports to I Plan It Program Coordinator
- Record and maintain detailed and current client records
- Participate in staff meetings
- Participate in regular program meetings
- Participate in program evaluation as needed
- Participate in staff evaluation
- Carry out such other activities as may arise from time to time, as requested by Program Coordinator

Resource person

To serve as a resource person for:

- VIRCS programs
- VIRCS staff, volunteers and practicum students
- The community at large
- Government and non-government host community service providers

Mandatory qualifications:

- Experience working with newcomer youth
- Experience or willing to be trained in working with youth in assessment and action planning
- Post-secondary training or equivalent experience in employment counseling
- Excellent knowledge of local labour market, training programs and community resources
- Experience developing and facilitating life skills workshops
- Effective written and spoken English
- Excellent organizational and leadership skills
- Strong assessment and problem-solving skills
- Large empathetic capacity
- Ability to work effectively, both independently and in a team, and with other professionals in the community
- Stress resistance
- Ability to maintain client confidentiality
- Willing to accept leadership in others
- Second language an asset
- Effective computer skills (Word, Excel, Powerpoint, internet, e-mail)
- Strong cross-cultural communication skills
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Experience working in an immigrant and refugee agency
- Understanding of, respect for, and sensitivity to issues of culture, religion, gender, ethnicity, and sexual orientation
- Commitment to promoting diversity in our community
- Understanding of the culture of non-profit organizations, non-profit experience

Apply with cover letter and resume to Meghan Mergaert, Programs Director, by email at meghan@vircs.bc.ca.

Application Deadline: June 30th at 5 pm, 2010