



PROGRAM EMPLOYMENT COACH

Term position (4 months) with possibility to become permanent

KEY DUTIES AND RESPONSIBILITIES:

PROGRAM AND PARTICIPANT SERVICES

- Conduct pre-admission assessments and recruitment activities
- Coach participants through Employment Action Plan development
- Provide in-depth employment coaching and group facilitation to support program needs
- Assess client financial and training needs
- Perform follow up tasks as part of the case management and tracking of program outcomes

SPECIALIZED SKILLS AND ABILITIES

- Degree in Business or Social Sciences
- Certificate or Diploma in Career Development
- Experience in career development industry or a closely related field
- Knowledge of effective theory, principles and practices in the career development field
- Program delivery experience, having worked with groups and one to one basis
- Knowledgeable about different adult learning styles and ability to adapt
- Full understanding of the benefits of case management principles and practice
- Resourceful and effective in research and career exploration
- Knowledge of current labour market, local resources and social service network
- Empathetic and understanding of individuals in change and transition
- Positive and able to embrace change in an evolving work environment

Opportunities Career Services Society (OCSS)

#101 – 300 St Ann’s Road, Campbell River

250-286-3436

Apply by email: info@ocss.ca

We appreciate your interest in OCSS, however, only those applicants selected for an interview will be contacted.