

Vocational Counsellor

Position Type: Part-Time, 3-month term with possibility to extend; 25 hours per week, 5 hours per day

Location: Vancouver and New Westminster Offices, with travel throughout Lower Mainland

Compensation: \$20.64 per hour as per Collective Agreement,

Who are We?

*pos***Abilities** assists persons with developmental disabilities to lead meaningful and healthy lives by partnering with the community to provide a comprehensive range of person-centered services for individuals and the families who care for them.

We are looking for a dynamic person to join our Employment Services Team

KEY RESPONSIBILITIES AND DUTIES:

- Identifies persons served interests, skills and abilities by conducting interviews and consulting caregivers
- Assists the Employment Specialist with assessing and implementing Employment Task Analyst, while assisting individuals in developing pre-employment skills.
- Implements, monitors, evaluates and modifies training plans.
- Job coaches individuals by using a Tell, Show, Do methodology of teaching on site.
- Trains, supports and monitors persons served in a variety of work settings in areas such as work skills, proper hygiene, product quality, quantity and service expectations.
- Provides reports on persons served skill level and progress to the supervisor and other stakeholders and makes recommendations on modifications to the goals.
- Accurately maintains participant information and creates reports using various office related programs.
- Follows up job placements by assisting employers to work with clients through problem solving and troubleshooting.
- Performs other related duties as required.

EDUCATION, TRAINING AND QUALIFICATIONS:

- Diploma in a related human / social service field
- Minimum one year of recent related experience
- Class 5 driver's license, acceptable driving record, business insurance and use of motor vehicle
- Emergency first Aid and CPR

- Criminal Record Search for Children and Vulnerable Adults - clearance • Mandt System Training

JOB SKILLS AND ABILITIES:

- Knowledge of the local community's resources and services including services provided in

the Community Living field.

- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living and working in the community are protected and respected.
- Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact
- Excellent written and verbal communication skills
- Excellent organizational skills
- Good administrative and computer skills including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals

ADDITIONAL INFORMATION:

This position is based at our Employment Services locations in Vancouver and New Westminister. Travelling to locations throughout the Lower Mainland to meet with participants and employers is required.

Interested parties please apply with your resume and cover letter via our website at www.posAbilities.ca/careers or via email to careers@posAbilities.ca. No SkyDrive Links please! Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.