



Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

www.froghollow.bc.ca

2131 Renfrew Street
Vancouver, BC V5M 4M5

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Newcomer Employment Specialist

The **Newcomer Employment Counsellor** provides support to immigrants and refugees to overcome language & cultural barriers, acquire occupational skills and certifications to participate the Canadian labour market for the first time.

Position:	Newcomer Employment Specialist
Hours:	35 hours per week
Salary:	Band 8 Employment Case Manager \$23.94 to \$28.31
Closing Date:	September 12 th , 2021
Interview Date:	September 16, 2021
Start Date:	October 1 st , 2021

Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

Responsibilities:

- Coordinate and implement **Working Opportunities for Women (WOW)**, a 10-week long cohort, group-based employment program for Mandarin and Cantonese speaking women who are interested in pursuing a career in childcare, in partnership with a 0.6 FTE certified English teacher. Deliverables are 3 cohorts per annum; minimum 5 clients per cohort.
- Provide one-on-one pre-employment readiness assessment and counselling support to 60 newcomer immigrant and refugees in English. Deliverables include creating a customized "Settlement Plan" for each client.
- Recruit program participants: primarily by liaising with Frog Hollow Settlement Team of 5 from our pool of 300+ clients we serve each year. In addition, promote and solicit the community and service agencies to recruit newcomers with multiple barriers to employment
- Develop and update Career Exploration & Job Search In Canada curriculum
- Coordinate, supervise and evaluate participants' practicum placements
- Other duties as required

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Qualifications:

- Education in related field such as CDP (career development practitioner) and/or professional experience in facilitating employment programs with expertise in pre-employment counseling/coaching, job search assistance, identifying skills and strengths for career options, creating resume and job search workshops and interview skills (minimum 2 years)
- Fluency in both Mandarin and Cantonese language is a requirement for this position
- Knowledge of barriers immigrant and refugee women face in terms of employability
- Proven ability to liaise and build relationships with service providers and community members
- Ability to work independently and as part of a team
- Excellent organizational, leadership, supervision and communication (written and verbal) skills
- Strong administrative skills including experience with databases, reporting, and financial management

Please note that during the COVID19 pandemic, work locations will vary. The position may work from Frog Hollow Neighbourhood House, Drive Youth Employment Services on Commercial Drive, Clinton Park Fieldhouse, in addition to virtual work and work in the community. Frog Hollow Neighbourhood House is committed to provide a safe environment for all its staff and neighbours.

Please quote **“Newcomer Employment Specialist”** in the email subject, combine your cover letter and resume into one PDF, and submit to Susan Liu Woronko at susanw@froghollow.bc.ca.

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