



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

2131 Renfrew Street  
Vancouver, BC V5M 4M5

T: 604.251.1225

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## Newcomer Employment Specialist

The **Newcomer Employment Specialist** 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.

|                      |  |
|----------------------|--|
| <b>Hours:</b>        | 35 hours per week  |
| <b>Salary:</b>       | Band 8 Employment Case Manager <b>\$24.42 to \$28.88</b> |
| <b>Posting Date:</b> | November 3, 2021   |
| <b>Closing Date:</b> | November 24, 2021  |
| <b>Start Date:</b>   | January 4, 2022  |

Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.

### 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.

Please quote **“Newcomer Employment Specialist”** in the email subject, combine your cover letter and resume into one PDF, and submit to Rosa Palacios at [rosa@froghollow.bc.ca](mailto:rosa@froghollow.bc.ca).

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