

***Want to make a difference in your community?
Interested in joining our hard-working, innovative Work BC Centre team?
Looking to commute less and get outdoors, living on the Sunshine Coast?***

Career Link is searching for a compassionate and creative individual to join us as a **Case Manager/Employment Counsellor**. The ideal candidate will bring a rich background in employment counselling, strong interpersonal skills, comfort with technology, and the desire to learn and grow with our team.

Who We Are:

[Career Link](#), a program of the [PREP Society](#), has been providing career and employment services to the Powell River region since 1984. We run the local WorkBC Centre, providing services with 17 staff.

Some of the things you'll find at Career Link are: a competitive benefit plan; health & recreation perks; social events; cross training opportunities; agency and self-directed professional development; and a culture that fosters innovation and fun. We work hard, support one another, and love where we live.

Where We Are:

Career Link is located on Marine Avenue in Powell River, overlooking the harbour with views of the Vancouver Island mountains across the Salish Sea. Powell River is located 145 km northwest of Vancouver on the beautiful Sunshine Coast.

The region is renowned for its affordable housing and spectacular scenery. It offers access to hiking, biking, kayaking, fishing, camping, and a recreation complex that sits next to a state-of-the-art Bike & Skate Park. The community has a strong local food movement and a reputation for supporting and showcasing music, arts, and culture. It also throws an impressive annual Blackberry Festival Street Party!

The community is served by a modern hospital; a community radio station; a School District with inventive programs, including a digital film program; two BC Ferries terminals; and an airport with flights that get you to Vancouver in 25 minutes.

You can find more information about relocating to Powell River at www.powellriver.info.

Posting Details:

Closing Date: March 20th, 2019 at 12 noon
Terms: 32 hours per week, Monday to Thursday, with occasional evening shifts
Starting Date: As soon as possible
Starting Wage: To be discussed
How to Apply: Submit as attachments, a self-designed cover letter and resume with *Case Manager* in the subject line to:
Brodie D'Angio, Manager, brodie@careerlinkbc.com

About the Job:

Core Duties:

- Complete client intake and assessments
- Engage client in realistic goal setting and action planning
- Make referrals to appropriate employment programs or community services
- Assist client with job-search and career-planning strategies individually or in workshops
- Conduct regular follow-up with each client and provide necessary support
- Enter accurate and up-to-date client records into provincial Integrated Case Management (ICM) system
- As part of counselling team, initiate ideas for and evaluate effectiveness of service delivery
- Develop ongoing links with support agencies, funding bodies, and resource services
- Demonstrate a commitment to client, colleague, and agency confidentiality and professional ethics
- Understand and comply with relevant program policy and government legislation

Qualifications:

- Completion of post-secondary education in a relevant field (e.g., career development, social work, counselling, coaching, human services), or the equivalent combination of education and experience
- A current and satisfactory criminal record check including a vulnerable sector check is mandatory at time of job offer
- Experience working in employment counselling and/or within the WorkBC program are assets
- Experience designing and delivering innovative individual and group client services
- Knowledge of theory, principles and practices in the employment services field
- Certified Career Development Practitioner (CCDP) designation an asset
- Well-developed documentation skills and attention to detail
- Competent use of Word and scheduling software
- Ability to work with computerized client records; experience with ICM a strong asset
- Ability to research and connect with local employers and local labour market
- Demonstrated ability to work independently and to contribute effectively to the team
- Access to a reliable vehicle for occasional local outreach activities

Personal Suitability:

- Ability to remain objective and maintain boundaries
- Effective interpersonal and cross-cultural communication skills
- Effective time-management and organizational systems
- Proven ability to learn quickly and adapt to changing demands
- Interest in participating in community-engagement initiatives
- High level of motivation and positive attitude
- Willingness and ability to work a flexible schedule

Visit prepsociety.org/work for more information.

Before applying, please contact Brodie D'Angio regarding any questions you have about the position: brodie@careerlinkbc.com

Once the posting is closed, only shortlisted candidates will be contacted.

We gratefully acknowledge the Tla'amin Nation on whose traditional territories PREP Society resides.