



PHOENIX HUMAN SERVICES ASSOCIATION

Internal/External Job Posting 565-101520-1

December 30, 2020

Job Title:	Vocational Counsellor for Adults with Developmental Disabilities - Employment Program Part-Time Permanent – 24 hours per week
Closing Date:	January 15, 2020
Start Date:	As soon as possible
Job Summary:	Supports and provides skill development to clients in areas related to obtaining and retaining employment. Develops partnerships with community employers including creating jobs. Caseload of 9-12 job seekers in various phases of service (Discovery, Job Development, Job Maintenance).
Wage/Salary:	\$21.92-25.53/hour, as per Collective Agreement (plus benefits following probation)
Location:	Community based, throughout CRD and 2 Phoenix work sites
Hours of Work:	Flexibly scheduled hours between Monday and Friday, typically between 9-5 and periodically including some weekend hours, early mornings, or evening shifts for community-based job coaching to meet the needs of the program.
Key Duties and Responsibilities:	<ul style="list-style-type: none">• Completes intake assessments (Discovery) by acquiring historical and current information regarding the person being served. This process may include interviews with the person served, parents/caregivers, professionals, and others.• Creates an Employment Plan based on evaluating individual strengths, needs, abilities, and preferences of the person served. Identifies barriers to employment, goals for support, and strategies for goal attainment.• Ensures that persons served and/or their parent(s)/caregiver(s), CLBC and other community professionals, as applicable, actively participate in developing an Individual Service Plan (ISP).• Locates employers in the local business community and finds employment opportunities that match the interests, skills, and abilities of the clients (Job Development).• Contacts potential employers in order to promote the program and develop relationships, obtain job leads, and encourage employers to participate in placements.• Provides clients with information on employment opportunities that are compatible with their interests, skills, and abilities by analyzing potential jobs and identifying specific tasks to match jobs to clients.• Provides support and skill development in areas related to obtaining employment such as job search strategies, job application/negotiation, résumé writing, and interview skills.• Monitors, reviews, and evaluates progress made by the person served and modifies programming as required.• Acts as an advocate for the individual.• Identifies community resources that will support the needs of the participant.• Recognizes, assesses, and develops strategies to manage potential and emerging crisis situations.• Liaises with other agencies, professionals, government officials, and the community

	<p>as necessary.</p> <ul style="list-style-type: none"> • Works with team members and Program Manager to address global needs of the program and the persons served. • Maintains complete, legible, and organized documentation on the activities of the person served, progress made on goals established in the ISP, and all other documentation required by the program. • Meets timelines for the submission of all documentation established under program and Accreditation Standards. • Maintains best practice standards as identified by Phoenix Human Services Association ‘Policy and Procedure’ manual and ‘Health and Safety’ handbook. • Other related duties as assigned by supervisor. • All job duties follow strict guidelines regarding Covid-19. The health and safety of employees and clients is of the utmost importance to Phoenix Human Services.
Education, Training and Experience:	<ul style="list-style-type: none"> • A diploma or degree in a human services field and/or an equivalent combination of education and training is required. • At least one year of experience in the community services field, with preferred experience in supported employment. • Current certification in Emergency Level C First Aid. • Demonstrated working knowledge of Supported and Customized employment models of service. • Demonstrated working knowledge of community supports and services available to individuals with barriers to employment. • Knowledge of theory, principles, and practices related to Community Living Services. • Experience in sales, networking; developing new contacts and/or community partnerships is preferred. • Good written and verbal reporting skills.
Additional Information:	<ul style="list-style-type: none"> • Full participation in this program may include a moderate to high level of physical fitness as program activities may involve standing, walking, bending, lifting, etc. • A valid Class 5 driver’s license is required. • Use of a vehicle with business insurance is required.
How to Apply:	<p>Please ensure that your cover letter and résumé have been included in your application.</p> <p>Send your cover letter and résumé to: Dayna Forsgren, Employment Services Program Manager, at 1095 McKenzie Avenue, 4th floor, Victoria, BC V8P 2L5, or email dayna.forsgren@phoenixhumanservices.org. Reference posting #565-101520-1</p>
	<i>This position is open to all gender applicants and requires union membership.</i>