

**External Posting
Employment Services Advisor
Burnaby**

GT Hiring Solutions 2005 Inc. is currently seeking an experienced applicant to fill the position of **Employment Services Advisor** in Burnaby. This is a full-time (37.5 hours per week) permanent position starting as soon as possible.

The Employment Service Advisor (ESA) is responsible for ensuring that clients are provided with appropriate services and supports under the guidelines of the Employment Program of BC (EPBC) and as directed by the GT Hiring Solutions Director of Operations – Lower Mainland. Within this diverse role you will be responsible for case management activities including but not necessarily limited to: client intake and conducting assessments of individuals' employability, employment support service and support delivery, development, implementation and revision of individualized action plans, referral to appropriate services and/or service delivery providers, monitoring of clients and management of individual client funds.

The ESA will assist clients by utilizing a variety of employment counseling techniques and by delivering a diverse array of individualized services focused on employment exploration, decision making and planning and job search preparation. The ESA will be the main contact for case managed clients throughout their participation in EPBC. In this role, the successful ESA will have experience with a caseload of clients with multiple barriers to sustainable employment.

Education and Experience

A degree or diploma in Career Development, Social Work, Human Resources, Psychology, Counselling or Education combined with three or more years of experience in the employment services industry is required to be eligible to apply. A relevant combination of education, professional experience and industry training that includes a minimum of three years of experience will be considered. Experience working with immigrants, disability clients, aboriginal communities, and people with mental health and addictions issues will be considered an asset.

We are seeking candidates who are experienced in the field of employment services, focused on supporting barriered clients with attachment to the labour force, and have a solid knowledge of Federal and/or Provincial employment programming. Proficiency working with the Integrated Case Management System (ICM) is also considered an asset. Additionally, within this position it would be a definite asset to be completely bilingual in English and a second language.

Please Note: A clear criminal record check and/or certified criminal record report including vulnerable sector check is mandatory from your local police department. (Can be dated within the past 12 months)

Competitive salary and benefit package offered.

Please respond by email with the following position number in the subject line, **BurnabyESA2**, and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by **4pm on Tuesday, April 17th, 2018**. Please email your application to hr@gthiringsolutions.ca

We thank all those who submit an application, however, only those shortlisted will be contacted for an interview, and supplied with a complete job description.