Position: Vocational Rehabilitation Specialist
Status: Part-time, flexible hours (possibility of becoming fulltime depending on funding)
Start date: ASAP
Location: PICS Head Office

Progressive Intercultural Community Services (PICS) Society is a registered non-profit organization that has been serving the community since 1987. PICS Society provides a broad spectrum of programs and services which include: Employment Programs, Settlement Services, Language Services, Social Programs and Housing Services. Our services assist new immigrants, seniors, women and youth.

PICS provides an inclusive and friendly team-oriented work environment, and an opportunity to serve the community.

Duties and Responsibilities:

• Manage all aspects of return to work action plan for WorkSafeBC project clients, including follow-up and supporting the clients through a variety of job search and placement services
• Develop, review, revise and update action plans according to client needs
• Identify job coaching/mentoring needs and coordinate with mentor services as required
• Monitor client progress by reviewing activities and results on an agreed upon schedule
• Conduct one-to-one employment counseling to enhance self-sufficiency and labour market attachment
• Support clients in accessing services as needed
• Support clients in the development of effective resumes, networking, accessing the hidden job market, and other job search activities, such as providing sample template resumes; showing clients how to log on and use the available computers, advising clients which web-sites to search and registering clients for job-search related workshops
• Excellent ability to facilitate career exploration, pre-employment, and job search workshops as required
• Ability to communicate to a broad range of clients
• Prepare client progress notes, action plans and follow up reports in accordance with Ministry requirements
• Prepare and submit project reports to funders. Perform other job-related duties as assigned

Qualifications & Experience

• Post-Secondary Degree in a related discipline and a minimum of two years directly related experience in employment counselling; OR the equivalent of education and experience
• CVRP, CCVE or other recognized related professional designation is required
• Certified Career Development Practitioner would be an asset
• Fluency in English, effective verbal and written communication skills
• Fluency in a second language (Punjabi, Hindi, Urdu, Cantonese, Mandarin, etc.) is an asset
• Willing and able to travel throughout the Lower Mainland and Fraser Valley as required
• Strong interpersonal skills and capable of working with specialized populations
• Effective verbal and written communication skills
• Knowledge of relevant community resources and employment services supports
• Creative and passionate in working with clients to enhance labour market attachment
• Clean Criminal Record Check (Vulnerable Sector)
• Valid BC drivers licence and reliable vehicle insured for business use with $2 million liability and clean drivers abstract

**How to Apply:** Please submit a resume and cover letter, stating salary expectation and using “VRS” as the email subject, to career@pics.bc.ca.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)