



<p><b>Position:</b> Employment Counselor <b>Department:</b> Settlement &amp; Employment <b>Reports to:</b> Director, Employment &amp; Settlement, Volunteering and Administration</p>
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**Position Summary:**

Jewish Family Services (JFS) is looking for a dynamic professional to assist clients in finding work, changing careers, selecting further appropriate training or education, and to support them in accomplishing their career goals. You will join a small team of successful professionals that provides one-on-one and group coaching and mentoring to our clients. We have a record of successful clients who have achieved or exceeded their career goals after working with our counselors. Candidate should have a career counselling/career development background and a minimum of 5 years of experience in the field.

**Jewish Family Services:**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 82 years. The organization delivers a continuum of social service programs to the Jewish community, but also to the broader community throughout the Lower Mainland. These programs are designed for individuals and families who are at all ages and stages of life.

**Duties and Responsibilities:**

- Respond to telephone and in-person inquiries
- Conduct intake interviews to determine clients' needs and suitability for the program/service, and make referrals if appropriate
- Meet with clients one-on-one to identify their employment/career goals and to develop action plans
- Develop resume and cover letter writing skills
- Develop and facilitate career exploration, job search, and personal time management workshops in one-on-one and group settings
- Stay current on labour market trends, who is hiring, and suitable training and funding options
- Comply with the federal government funding requirements
- Purchase Career Assessments (MBTI)
- Regularly keep track of the progress of clients in files and database programs, and complete necessary reports for the organization, provincial, federal and Jewish community funding agencies
- Observe confidentiality and ethical standards at all times
- Attend staff, project and team meetings as required
- Contribute ideas to workshops/programs/events by meeting with the Director regularly and cooperating with other coworkers and stakeholders
- Provide ideas for government proposals for funding
- Accept referrals from other departments to assist clients, i.e. Family & Adult Resources, Settlement and Seniors Outreach
- Deliver success stories to the Marketing Department
- Assist management in promoting the program
- Source, hire, train and supervise the department volunteer



**Qualifications:**

**Required Knowledge, Skills, Abilities:**

- Knowledge of Career Counselling Theories, practices and testing tools, material and software
- Knowledge of local labour market
- Eligible to administer career assessments
- Ability to provide high quality, ethical, client-base services, commitment to contractual, program and organizational objectives
- Ability to facilitate engaging workshops
- Knowledge of other programs/agencies in Vancouver and the Lower Mainland to make referrals
- Skills to use MS Office suite and client database software (Apricot, ICare)
- Positive attitude, flexible, proactive and organized

**Education/Experience:**

- Post-secondary degree/diploma/certificate in Career Counselling/Career Development Practitioner
- Minimum 5 years of experience
- Certified Career Development Practitioner (CCDP)
- Registration with the BC Career Development Association (BCCDA)

**Compensation:**

This is a full-time position; 35 hours per week. Salary is commensurate with experience.

**To Apply:**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Employment Counselor" to Dalia Margalit-Faircloth at [dmargalit-faircloth@jfsvancouver.ca](mailto:dmargalit-faircloth@jfsvancouver.ca) Please note that only qualified candidates considered for interviews will be contacted.