



Job Posting The Training Group

Welcome to the Human Resources Department Job Postings page for The Training Group Contract Employees.

Current jobs are listed according to the program requesting the position.

The Training Group

POSITION: Skills Enhancement Coach
PROGRAM: Employment Skills Access
LOCATION: Coquitlam and Surrey

One position based between both sites

Competition Number: 2012-001T

Internal/External Posting

- **This is a full-time, temporary contract position available for the anticipated period of January 2012 to August 31, 2012.**
- Receives direction from the Contract and Community Services Programmer (CCSP).

The Skills Enhancement Coach is responsible for assisting clients to address skill deficits identified for successful achievement of occupational goals and develop an 'Individualized Employability Plan' (IEP).

The successful incumbent will possess a Bachelor's of Education (or Adult Education) degree from a four year college or university. In addition, two years' experience in labour market transition education and training and/or workplace education and training is required. Preference will be given to candidates who have completed Essential Skills Profile Training and possess knowledge of, and application of Essential Skills.

Candidates should be able to demonstrate the ability to:

- Conduct counseling session with client to determine learning style and develop an appropriate IEP using:
 - Existing Essential Skills Resources;
 - New Essential Skills based learning tools;
 - Group workshops;
 - Workplace experience (volunteer or paid);
 - Mentorship;
 - Self-directed learning practices.
- Facilitate one to one and group Essential Skills Activities.
- Evaluate learners at regular intervals and adjust IEP's to accommodate needs.
- Debrief TOWES results and discuss next steps planning.
- Develop Occupation Specific Curriculum (Trades/Oil and Gas).
- Liaise with referring parties re: client progress.

- Participate in ESA team meetings.
- Complete documentation for client files.
- Complete and submit monthly activity reports of specific summary information.
- Miscellaneous duties, as required.

Skills Enhancement Coach Qualifications:

- Completion of TOWES Test Administration and Essential Skills Practitioner Certification.
- Two years' experience in Career Exploration.
- Demonstrated ability to develop employability skills tools / workshops.
- Knowledge of Essential Skills complexity structure required for application in learning tools.
- Familiar with Essential & Employability Skills resources and tools.
- Experience with group facilitation and individual coaching.
- Demonstrated ability to use computer software applications, such as Microsoft Office at an intermediate level.
- Ability to organize documentation and maintain confidential client progress files.
- Ability to create / write reports, business correspondence and presentations.
- Experience and ability to communicate effectively with Case Managers and other colleagues.
- Have access to a vehicle and holds a valid BC Driver's license.

The selection committee will begin a review of applications by 4:30 pm, January 20, 2012, however, the posting will remain open until the position is filled. Please forward a copy of your resume and cover letter, quoting the job competition number and outlining how your skills, experience and training meet the position requirements to:

DOUGLAS COLLEGE
Human Resources Department
PO Box 2503
New Westminster, BC V3L 5B2
Email:
careers@douglascollege.ca

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted.