



DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

Facilitator, Employment Program of BC

2 Positions - Maple Ridge

Competition Number 2012-008T

Douglas College is a degree-granting college emphasizing personal and career growth through academic exploration. Our vision is to be the largest and most progressive baccalaureate degree-granting college in British Columbia. We believe the definition of a good career is loving what you do and being good at it. Here, we'll help you uncover new passions, new strengths and new dreams. We'll push you to be better and give you the support to learn, grow and become what you've always wanted to be.

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The Role

The Facilitator contributes to the success of Douglas College and its community of learners by providing curriculum design, development and implementation of job search, career planning, and employability skills using the principles of adult learning. These workshops support clients through a variety of employment programs and services offered through the Employment Program of BC.

To be successful in this role you will need:

- A strong attention to detail with the ability to establish priorities, work to deadlines, and maintain well documented records.
- To be skilled at being able to develop collaborative working relationships with clients, community and stakeholders.
- To be committed to providing quality service, be a good team player and have the ability to multi-task.
- Proven ability to analyze and interpret data to ensure that contractual obligations are met.
- Strong computer skills such as Microsoft Office at an intermediate level and proven ability to perform Database entry and research information via the Internet.
- The ability to communicate effectively in English both verbally and written.
- Effective interpersonal skills and the ability to work with specialized populations.
- To be skilled at being able to assist clients, identify employment barriers, and demonstrate how to apply strategies learned in job search, career planning and labour market seminars.
- A demonstrated ability to:
 - exhibit respect for clients, client diversity, and community partners.
 - have personal integrity, initiative, and commitment to professional development.
 - work effectively as part of an interdisciplinary team in the design, development and delivery of services to ensure program outcomes are met.
 - develop, review, evaluate and improve employment focused and



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- employability skills seminars.
- engage learners to make the learning personally relevant.
- be adaptable in your approach by adjusting to changes in service delivery models, labour market or participant trends.
- use the integrated case management system to accurately capture client data which is used to generate invoices for services rendered.
- A willingness to work a flexible work schedule.
- Access to a vehicle and hold a valid BC Driver's license or have reliable alternative transportation.
- Multilingual capacity, an asset.

Required Qualifications

- Bachelor's degree or equivalent combination of education, training and career consulting experience.
- Minimum two (2) years' of experience with employment counseling and programs.
- Minimum two (2) years' of facilitation experience with a focus on job search, career planning and labour market
- Knowledge of:
 - career assessment, problem solving strategies and decision making theories.
 - local services, Service Canada benefits and measures, local and provincial labour market trends.
 - how to facilitate e-learning.
 - the New Employment Program of BC and its mandate.

Desired Qualifications:

- Provincial Instructors Diploma.
- Certified Career Development Practitioner.
- Essential and Life Skills.
- Job Club Leader Certification.

Any offer of employment will be conditional upon the satisfactory completion of a criminal records check. A criminal record will not automatically result in your application for employment being denied.

Work Arrangements

This temporary full-time contract position (37.5 hours per week) is available for the anticipated period of April 2, 2012 to March 31, 2013. The primary place of work will be Maple Ridge and a willingness to travel between multiple sites is required.

What Douglas Offers

Douglas is one of the best places in Canada to help you do the work you love – and be good at it. Our open supportive atmosphere, excellent salary and opportunities for professional development are just a few of the reasons you want to work here.

A review of applications will begin February 16, 2012.

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