



Job Description

Specialized Employment Coordinator

Summary

VIVRS Specialized Employment Coordinator (SEC) will be devoted to serve specialized populations including individuals with diverse abilities, multiple barriers to employment and survivors of violence/abuse, to assist them in obtaining and maintaining employment. The SEC will be responsible for providing day-to-day case management of Clients throughout the WorkBC Employment Program starting April 01st, 2019. The SEC will coordinate services and supports needed towards employment including referrals to appropriate services within WorkBC and/or resources in the community, as well as provide placement and job sustainment services.

Role Responsibilities

Case Management Services

- Establish rapport and develop working relationships with Clients by providing services in a manner that is welcoming, safe and professional and ensures that their privacy rights are protected;
- Determine Client needs through the Work BC Client Needs Assessment (CAN) process including: determining employment readiness by completing in-depth identification and analysis of a Client's employment; experience, strengths, and skills, values, interests and barriers and determine needs;
- Develop an individualized Action Plan and ensure Client is engaged, committed and in compliance with Program requirements;
- Complete Disability Related Needs Assessment to determine disability related employment supports as necessary;
- Identify need for more in-depth diagnostic assessment to clarify additional employment barriers and services required through referral to Specialized Assessment;
- Provide information and referral to services based on Client Tier and eligibility including but not limited to access: Work Experience, Skills Enhancement, Self-Employment, Customized Employment, Job Search, Assistive Technology and/or Financial Supports within WorkBC;
- Keep current of and provide orientation about available local programs and services to meet the Client needs;

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- Carry out extensive Labour Market Research to support a well-informed employment goal, and in preparation for Placement support, including identifying trends, job postings, potential employers and arranging/attending informational interviews;
- Hands-on Job Search including creating competitive job search tools -resume/cover letter-, job applications and ongoing employment coaching;
- Provide necessary supports for Clients to be successful during Work Experience placements in the form of Onsite support or Financial supports as needed;
- Collaborate with VIVRS Placement Team to support Clients and establish and maintain relationships with employers through timely referral to placement interventions.

File Management

- Case manage caseload from start to finish for all assigned clients including clients on different interventions: Pre-employment, Job Search, Customized Employment and/or job sustainment as needed;
- Maintain regular client contact as per WorkBC policy;
- Carry out referrals to VIVRS service streams: Customized Employment, Job Search or Job Sustainment;
- Exercise a high-level accuracy and documentation to comply with WorkBC contract needs.

Job Sustainment

- Coordinate onsite supports based on Client needs with the Placement Team as needed.
- Coordinate job sustainment support with the Outcomes Team as needed.

Skills and Qualifications

- Post-secondary degree or diploma in relevant field (e.g. career development, vocational rehabilitation, social work, human services, education, human resources, counselling, etc.)
- Previous experience working with specified specialized populations
- Knowledge of Labour Market trends
- Working towards or holding professional designation such as CCDP, RRP, etc.

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Other Requirements

- Criminal Record Check (vulnerable populations)
- Driver's license and own transportation
- Some flexibility in work hours will be required

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