

Infinite Employment Solutions

Employment Training Specialist / Job Developer / Vocational Counsellor

Competition Number: 2025-128T

Location: IES (Dept 510) 950 Kerry Street

Date Posted: June 26, 2025

Internal Closing Date: July 3, 2025

Position Type: Temporary

Status: Full Time

Hours per week: 30 hours

Available Positions: ONE

Compensation: As per collective agreement Grid 11 (\$27.54 - \$31.61)

General: Position requires union membership/open to all persons

Schedule: Monday thru Friday FLEX SCHEDULE

QUALIFICATIONS:

- Previous experience in the field of disabilities
- Ability to interact effectively with people
- Ability to work independently and as part of a team
- Good oral and written communication skills
- Knowledge of theory, principles and practices in the field of job development
- A complete certificate or diploma, or the equivalent combination of education and experience
- Excellent time management and organization skills
- Ability to present yourself, and those you support, in a professional manner
- Mature and flexible
- Own vehicle and business insurance may be required

The following must be presented prior to employment:

- Valid First Aid Certificate
- Food Safe Certificate
- Non-Violent Crisis Intervention Training - CPI
- Valid Class 5 BC Drivers' License
- Copy of BC Drivers' Abstract
- Copy of T.B. Test Result
- Criminal Record Search
- Oath of Confidentiality
- Employment Orientation

ASSETS: Relevant additional education (CASS courses, Care Aide Certificate)

How to apply:

Go to <https://aimhi.ca/work-with-us/> look for **2025-128T** link then click on "APPLY NOW" button. Or:

Call our Main Office if you wish to inquire about the status of your application

T: (250) 564-6408

950 Kerry Street Prince George, BC V2M 5A3

AiMHi Job Description

Job Title: Employment Training Specialist / Job Developer / Vocational Counsellor

Job Summary:

- Plans and carries out personalized programs for people with developmental disabilities to assist them to obtain and maintain gainful employment.
- Job Development/Employer Support Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs; researches Internet, newspapers, agencies, and other resources for job leads; locates jobs for participants who have successfully completed training programs; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications; refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions
- Program Support Assists participants in assessing their job skills for positions; administers and scores standard career assessments; instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes; assists participants in preparing job search portfolio; arranges for interviews; provides labor market and community resource information; monitors participant performance on the job and counsels participants when job skills need improvement; works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff; may drive participants to interviews, job fairs, and other organizations; prepares forms and reports related to placement activities; tracks participant activity and progress data

Communications

- Provides program information to various businesses, post-secondary institutions, chambers of commerce, and updates information as needed; coordinates business orientations; maintains contact with and assists in researching problems, complaints or concerns

Reports To: Program Manager

Personal Development

Currently hold diploma's in both Social/Human Services & Business Administration Key Duties and Responsibilities:

1. Advocate for and assists people to recognize and exercise their rights.
2. Conduct initial intake interview from CLBC or Internal referrals to obtain employment history, educational background, career goals, and conduct regular discovery interviews with persons supported to obtain required information.
3. Conduct initial AiMHi main office orientation to new referrals.
4. Conduct assessments of strengths, interests, aptitudes, and needs and research history of person's Vocational Plans.
5. Identify barriers to employment and assist clients to develop job readiness skills and job search strategies.
6. Conduct a customized employment plan development meeting with the job seeker, with input from team members, to review and discuss the results of Discovery; to map out an initial plan for seeking and negotiating a customized employment situation for the job seeker.

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7. Begin the Discovery process with the job seeker, which should define the job seeker's ideal condition of employment, learning characteristics, interests, preferences, contributions, task competence, and support needs.
8. Develop a plan for employment development activities with the job seeker based on his/her identified vocational themes, skills, workplace contributions, support needs, and other conditions for success to include a list of potential employers and task list.
9. Develop a strength-based portfolio/resume with the job seeker that represents his/her skills and abilities (contributions) for potential employers and counsel persons supported on effective interview skills.
10. Provide support, encouragement, and skill development.
11. Anticipate, consider, discuss, set-up, and/or coordinate the financial supports that are required to implement and maintain the Customized Employment process
12. Encourage people to identify and access programs and/or community resources.
13. Complete all required forms and paperwork necessary to initiate funding supports for services and/or schooling.
14. Maintain complete and accurate documentation.
15. Provide liaison with other professionals and community agencies and develops a positive awareness in the community.
16. Effectively market and represent a programs and services to employers; communicate effectively in both oral and written form; plan and make presentations to small groups including potential employers, and business representatives
17. Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer's special needs
18. Prepare monthly and quarterly reports and attend regular staff meetings
19. Utilize effective Computer/Microsoft office skills to create and maintain various databases; regularly perform data-entry to databases, prepare documents and presentations, and search for relevant information on the Internet.
20. Review and process IES persons supported time sheets & enter on timesheet database; deliver completed timesheets to finance dept.
21. Gather all required information to calculate and process monthly billings.
22. Utilize time management techniques & organizational skills to organize and prioritize work; work independently and meet timelines; coordinate a variety of projects simultaneously.
23. Utilize interpersonal skills to work cooperatively and effectively with individuals and groups.
24. Interact with and provide services to persons of different cultural and socioeconomic backgrounds.
25. Actively and regularly read, interpret, and apply rules and procedures.
26. Conduct exit interviews and collect person supported evaluations of program experience

Essential Functions:

1. Facilitates employment contact within the community that reflects the person's employment profile.
2. Assesses and analyzes available jobs and identifies specific tasks within the job.
3. Matches employment with person's abilities.
4. Coaches' people in their employment as required.
5. Develops, monitors, and evaluates written plans from identified needs and goal.
6. Maintains up-to-date knowledge and information of employment and job search trends and initiatives.

Qualifications:

Education, Training and Experience:

1. Grade 12 diploma and at least four courses in the Developmental Disabilities Certificate Program (Positive Approaches to Teaching and Learning Part One and Part Two, Planning and Support Systems, Ethics and Law for Social Service Workers) or a complete certificate or diploma, or the equivalent combination of education and experience.
2. Hold a valid BC Driver's License.
3. One to three years previous work experience training people with developmental disabilities in skills related to gaining and maintaining gainful employment. Have knowledge of the employment opportunities in the community.
4. First Aid, CPR Certificate, WHMIS and Food Safe.

Job Skills and Abilities:

1. Excellent written and oral communication skills.
2. Knowledge of theory, principles and practices in the field.
3. Excellent time management and organization skills.
4. Knowledge of group process and facilitation techniques and working as a team.

Additional Information:

- This position is required to work in a variety of different environments.
- Requires the ability to function independently and work a flexible schedule.
- Direct delivery of program activities may require a moderate level of physical fitness.
- A high level of motivation is required to effectively deliver programs to a variety of people.