



June 13, 2022

Job Posting #: 2_2022_CFIT

Nelson CARES Society
Custom Fit Inclusion & Employment
INTERNAL AND EXTERNAL JOB POSTING

Position: VOCATIONAL COUNSELLOR

Classification: PERMANENT PART TIME (28 hours per week)

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship. Custom Fit Inclusion & Employment (CFIT) is its program that supports individuals with diverse abilities with their goals and needs for employment, community access, education, life skills, health, and social enrichment.

The Vocational Counsellor secures jobs for people with diverse abilities and provides supports in employment and community settings as well as individuals' homes.

A Vocational Counsellor has the ability to:

- provide meaningful, personalized support to individuals with autism and developmental diversities.
- promote the dignity, rights, choice, and autonomy of persons served.
- facilitate positive behavior support strategies to assist individuals presenting challenging behaviors.
- put the needs and desires of persons served as a priority during work hours.
- work in a positive and professional manner with persons served, families, colleagues, supervisory staff, service providers, employers, and community partners.

Duties and Responsibilities:

- Profiles skills and preferences of job seekers and matches these with specific job qualifications
- Creates resumes, job proposals, task analyses and task lists
- Liaises with the business community to source job opportunities
- Promotes the benefits of inclusive hiring, identifies employment leads, and develops customized job placements
- Provides job coaching and adapts to various learning styles
- Assists individuals with budgeting, shopping, home maintenance, cooking, health care, accessing community resources, recreational activities and facilitating relationships
- Implements positive behavior support strategies reflected in individuals' person-centered plans
- Liaises with individuals' families, employers, and community partners
- Provides transportation for individual(s) as required
- Assists with program related administrative tasks and projects or events
- Completes in a timely manner all relevant documentation
- Ensures individuals' safety by understanding and following all relevant policies and procedures

Required Qualifications:

- Certificate in Education Assistant & Community Support Worker or equivalent qualifications and/or experience working in the human services field
- Valid Emergency First Aid Certificate
- Valid Class 5 BC Driver's License or its equivalent from another province
- A clean driver's abstract
- Reliable vehicle available for work to provide transportation for clients
- Satisfactory Criminal Record Check
- Proof of full COVID vaccination
- Training provided upon hiring:
 - Various Job Development Trainings
 - Privacy and Information Management Certificate
 - WHMIS 2015
 - Mandt Training
- Excellent oral, written, and interpersonal communication skills
- Ability to work independently and collaboratively within a team setting

Start date: July 11, 2022

Hours of work: 28 hours per week

Potential for increase of hours

Days of Work: Tuesday to Friday 9 am – 4 pm
Occasional weekend and evening shifts may be required. Schedule may vary based on the needs of persons served.

Compensation: \$23.10 - \$26.90/hr (JES Grid Level 11)
This is a benefited position upon successful completion of the probation or trial period.

Application Deadline: June 28, 2022

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please indicate position and job posting number on the subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.

Position will be filled through a competition/selection process.