



Job Posting

Watch the ASL version [here](#).

Title: Employment Placement Specialist
Location: Vancouver, BC (Quebec Street Office)
Position Status: Full-time, 35 hours per week
Reports to: Manager, Community Outreach Services

ABOUT THE OPPORTUNITY

Position Summary:

The Employment Placement Specialist assists unemployed Deaf, DeafBlind and Hard of Hearing individuals to prepare for, obtain and maintain sustainable employment or community attachment through WorkBC employment service model.

Client Services:

- Conduct formal needs assessment, employment counselling, return to work action plan development, job search support, job coaching, administration of financial supports, facilitate one-to-one or group workshops
- Refer to appropriate community resources and external programs and follow up, as required
- Monitor and report on client progress and outcomes
- Market participants to employers
- Develop and implement successful marketing and job placement strategies
- Provide referrals to outside agencies

Administration:

- Meet key performance measurements as outlined by contractors/stakeholders
- Provide and monitor ongoing client case management activities through database tracking
- Maintain documentation of case notes; accurate client records and statistics in the Integrated Case Management database
- Complete paperwork in accordance with WorkBC policies and guidelines
- Maintain knowledge of community resources and relevant employment programs/services
- Participate in regular staff meetings
- Other related duties as assigned

Education & Outreach:

- Develop strong business relationships
- Provide public presentations and community outreach, as required
- Liaise with internal and external professionals, businesses, organizations, agencies, and government

ABOUT YOU, THE CANDIDATE

Qualifications:

- Bachelor's Degree in relevant social services, community, disability, or an equivalent combination of education, training, and experience
- Certified Career Development Practitioner (CCDP), or an equivalent combination of education, training, and experience

- Minimum two (2) years direct experience delivering employment related services, preferably in a case management capacity
- Satisfactory completion of a criminal reference check with vulnerable populations
- Wavefront is a bilingual environment (ASL/English), *fluency in American Sign Language (ASL) is required for this position*

Skills & Knowledge:

- Proficient computer skills; experience with case management database platforms
- Familiarity with the Integrated Case Management Database and WorkBC policy guidelines is an asset
- Organized with excellent attention to detail
- Experience with multiple forms of communication methods (Glide, FaceTime, email, telephone, fax, etc.)
- Strong written and interpersonal communication skills; effective public presentation skills
- Demonstrated labour market knowledge with a strong understanding of current job search techniques
- Demonstrated sensitivity to working in a culturally and socio-economic diverse environment
- Demonstrated understanding of Deaf, DeafBlind and Hard of Hearing communication needs
- Able to communicate effectively and professionally with a range of people including: Deaf, DeafBlind and Hard of Hearing individuals as well as interpreters, health care professionals, employers, funders, etc.
- Knowledge of community resources and relevant employment programs/services
- Innovative and effective problem solver
- Able to work as part of a team and independently with minimum supervision
- A demonstrated ability to organize work, set priorities, meet deadlines, provide follow-up and work under the pressure of time constraints
- Able to navigate rapidly changing demands, prioritize tasks and deal with interruptions
- Proven ability to meet deadlines and submit reports in a timely manner
- Collaborative approach working with other members of the department and across the organization

ABOUT WAVEFRONT CENTRE FOR COMMUNICATION ACCESSIBILITY

Established in 1956, Wavefront Centre for Communication Accessibility is a BC based, charitable not-for-profit organization operating as a social enterprise. Wavefront Centre delivers innovative services in Audiology and Communication Devices, Counselling, Seniors Outreach, and Accessible Communication Services that assist people who are Deaf, DeafBlind and Hard of Hearing achieve full communication accessibility.

Hours of work:

The typical hours of work are 9:00am to 5:00pm, Monday to Friday. Incumbents may be asked to work overtime from time to time.

CLOSING DETAILS

Email cover letter and resume to: careers@wavefrontcentre.ca

Please email your cover letter and resume as a PDF, with the job title in the subject field.

Application Deadline: The position will be filled as soon as a suitable candidate is found.