

NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

JOB POSTING # 2017-032

Employment Coordinator

JOB SUMMARY

The Employment Coordinator reports to the Community Living British Columbia (CLBC) Site Administrator and assist individuals with diverse abilities to gain meaningful employment, providing counselling, education, advocacy and on the job supports; through specialized/customized employment and the operation of NVCSS's Mobile Work Crew. The Coordinator is also responsible for marketing, educating and supporting community employers.

DEPARTMENT LOCATION NVCSS Vanderhoof Office

QUALIFICATIONS/EXPERIENCE

- Post-secondary training - Diploma or Certificate in a related Human/Social Service Field or the equivalent combination of education and experience.
- A minimum of three (3) years' experience in a similar environment, including a minimum of three (3) years of supervisory or administrative experience.
- Class 5 driver's license and acceptable driving abstract
- Satisfactory Criminal Record Clearance
- First Aid Certificate
- Ability to operate small machinery

- Ability to handle sensitive and confidential information

- Must possess strong organizational skills
- Must demonstrate an understanding of theory, principles and practices in the field
- Must possess basic computer skills and good written and verbal communication

SALARY Community Living Services Collective Agreement
Grid 10 - \$17.47 – \$20.34

HOURS OF WORK Fulltime work; flexible hours, evening and weekend work may be required.

VACANCIES 1 Vacancy

POSTING DATE August 17, 2017

CLOSING DATE Until Filled

START DATE As soon as possible

This position requires Union membership

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Via email: tbeal@nvcss.ca

Fax 250-567-3939

Mail:

Tara Beal, Community Inclusion Site Administrator
Nechako Valley Community Services Society
Box 1249 Vanderhoof, BC V0J 3A0

Nechako Valley Community Services Society
is an equal opportunity employer committed to hiring a diverse workforce

We thank all our applicants, however, only those invited to an interview will be contacted.