

May 7, 2010

Dear Applicant,

Thank you for your interest in our job posting for an Employment Advisor position with the NIEFS Campbell River Employment Centre. The North Island Employment Foundations Society (NIEFS) is a growing workforce development organization that assists people to find, keep or create their own work. The Society's goal is to provide support for people in need as they seek to build the self-sufficiency that result from their active and sustainable participation in the labour force. NIEFS has a staff team of over 60 people located in 5 communities who on an annual basis provide services to over 4,000 people living on Northern Vancouver Island. NIEFS has an excellent reputation for providing strong employment and career development services that are appropriate and responsive to the needs of our communities.

The application package includes:

- ◆ This covering letter with a description of the **Mandatory Application Process**.
- ◆ The Job Description for the Employment Advisor position
- ◆ A mandatory Application Form to be completed
- ◆ Self-assessment for the Canadian Standards and Guidelines for Career Development Practitioners

### Specific Information to the Position

#### Campbell River Employment Advisor:

Hours	Full Time – 35 hours per week Typically Monday – Friday 8:30 am – 4:30 pm
Wage range	\$20.97 per hr. to \$24.10 per hr. + Benefits after 3 month probation period
Start Date	To be negotiated (position is vacant)

#### Timeline for this Competition

Fri. May 7 <sup>th</sup> , 2010	Job competition commences
Thur. June 17 <sup>th</sup> , 2010	Competition Closes

#### Mandatory Application Process

**It is mandatory to complete the steps outlined in the application process.** Where possible it would be helpful to provide examples of your work as it related to the groups targeted by NIEFS for service delivery.

#### A complete application must include:

1. A completed **NIEFS application form** included in the application package
2. Your **personal portfolio** containing **your resume and cover letter** that indicates which position/s you are applying for.
3. **At minimum**, your portfolio must also contain the following **samples of your work**:

- copies of **resumes and cover letters that you have written solely for/with clients;**
- a **sample lesson plan that you have developed and delivered** which covers a relevant employment or career development topic

**Where possible,** it would be helpful if **evidence** chosen to be included in your portfolio was **based on work with the targeted client groups.**

4. **Your Active Career Plan:** Please include your short-term goals for the next 12 months, your long-term goals for the next three years and anticipated professional development activity you will complete to support your career development goals.
5. Your completed **self-assessment** for the **Canadian Standards and Guidelines for Career Development Practitioners.** The assessment tool to be used is included in the application package
6. **Three references** regarding your work in the employment/career development field.
7. **Completed applications** and the required supporting documentation **must be received at NIEFS Campbell River office according to the deadlines** outlined in the “**Timelines for this Competition**”.

Application packages should be addressed to:

**NIEFS**

**Attn.: Kent Larden, Manager**

**870C - 13<sup>th</sup> Avenue**

**Campbell River, BC V9W 4H2**

**Or E-mail your application package to [kent.larden@niefs.net](mailto:kent.larden@niefs.net)**

**Only those applicants that submit all of the above mandatory components of the application process will be considered for interviews.**

To assist you in your application preparation the following information will be of importance to consider:

1. **Clients groups targeted as priorities for NIEFS in the coming year include:**
  - ◆ Displaced Resource Workers
  - ◆ Youth
  - ◆ Persons with Disabilities
  - ◆ Aboriginal People
  - ◆ People living in remote communities on northern Vancouver Island
2. **Key directions being developed by NIEFS in the coming year include:**
  - ◆ Increased emphasis on connecting clients to work opportunities and employment through coordinated workforce development
  - ◆ The innovation and improvement of existing services and programming that:
    - Successfully bridge NIEFS clients, particularly those who are members of our target groups, into sustainable employment and/or skill development leading to sustainable employment

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# NORTH ISLAND EMPLOYMENT

*...connecting people with work since 1986*

- Increase client and community readiness for the coming skills and labour shortages through coordinated workforce development and development of relationships with employers, educators and community organizations.
- Produce quality return-to-work action planning, employment workshops, employment counselling and supports for unemployed North Islanders
- Support skill development, job placement, workforce development, on-the-job learning and apprenticeship
- Extend NIEFS services to clients in rural and remote communities on Northern Vancouver Island through itinerant, on-line and distant supports
- Use of standardized and authentic assessment processes and tools
- Use portfolios as a tool to assess and plan client, staff and organizational development.
- Work in partnership with employers, educators and community service providers to maximize community assets, resources and efforts to build sustainable communities through employment
- Increase capacity to track and evaluate service quality indicators against benchmarks based on best practices, client/community need and organizational priorities

If you have any questions about this posting, please **e-mail** your questions to [info@niefs.net](mailto:info@niefs.net). Completed applications and the required supporting documentation must be received by Thursday June 17<sup>th</sup> at 4:00 pm.

**North Island Employment Foundations Society**  
**Job Description – Employment Advisor**

**Job Summary:** Provide employment counselling to clients and support these clients in their work transitions. Work transition supports may involve assessment, action plan development, group facilitation, one-to-one counselling and online / distance supports, job placement and case management. Services have been targeted for insured participants, youth, displaced resource workers, persons with disabilities, immigrants, Aboriginal people and people living in rural and remote communities on Northern Vancouver Island. The position is based with NIEFS Campbell River Employment Service centre.

**Reports to:** EMPLOYMENT SERVICES Team Leader

**Keys Duties and Responsibilities:**

- Deliver Employment services as mandated by Ministry of Housing and Social Development.
- Assist clients with their development of a return-to-work action plan. As a case manager, monitor each client's progress with implementing their RTWAP and assist them whenever any RTWAP revision support is requested. Ensure that the plan is achievable, based on sound research and 'owned' by the client.
- Deliver a range of employment assistance workshops to small groups and coordinate and facilitate labour market forums.
- Select and provide employment assessment and counselling supports appropriate to client need and employment goals
- Maintain up-to-date case management files. File management responsibilities include maintenance of hardcopy documents (needs assessment forms, eligibility reports, service summary records and signed, dated, current RTWAPs) and client database records (service intervention notes, Contact 4 records, follow-up records and client action plan outcomes).
- Assess and refer clients in need of diagnostic supports.
- Assist clients with referrals to appropriate community resources.
- Assist with community networking i.e. building lines of support and making cross-referrals with other social and educational agencies and employers that offer resources and training opportunities (e.g. targeted wage subsidies) for clients.
- Participate in the delivery of on-line and distance employment support services.
- Data collection in compliance with Ministry of Housing and Social Development requirements.
- Conducts self and work in an ethical and professional manner.
- Performs other related duties as assigned.

**North Island Employment Foundations Society**  
**Job Description – Employment Advisor**

**Qualifications**

- An undergraduate degree in counselling or a related field
- Completion of a Career Development Certificate Program or equivalent post-secondary courses
- Qualifications and skills would meet the Canadian Standards and Guidelines for Career Development Practitioners.
- One years' previous experience in a career facilitation/employment counselling setting is required.
- ARP (Accredited Rehabilitation Professional) certification is an asset.
- Certification as a Career Development Professional is an asset.
- Equivalent experience and skill development will be considered

**Skills, Knowledge and Experience:**

- Experience and commitment to working with NIEFS' target groups.
- Previous experience utilizing a case management model is desired.
- Excellent problem-solving, communication and interpersonal skills that would reflect a self-directed, helping professional.
- Demonstrated teamwork skills.
- Proactive with demonstrated flexibility and ability to embrace change.
- Excellent written and verbal communication skills.
- Proficient in computer functions such as database reporting, word processing, Internet and e-mail.
- Strong career assessment and career planning skills.
- Demonstrated ability to research, develop and facilitate workshops in ways that accommodate diverse needs and different learning styles.
- Knowledge of theory, principles and practices of career transition.
- Knowledge of theory, principles and practices of employment counselling
- Knowledge of theory, principles and practices of career development.
- Knowledge of theory, principles and practices of group learning processes and facilitation.
- Knowledge of ethical practices in employment counselling and career development
- Ability to apply current theory, principles and practices in the field
- Familiarity with location and use of labour market information (including on-line resources) and ability to connect it into the Return to Work Action Planning process.
- Knowledge of income support systems (e.g. Employment Insurance and Social Assistance benefits).
- A positive commitment to the field of career development, NIEFS clients, NIEFS' mission and the organization.

**Employment Advisor Application Form**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Recent Work History: (Please list the last 3 positions)**

Company	Title	Responsibilities	Start Date	End Date	Reason for Leaving

**Education: (Please list all programs or courses.)**

Degree/Program	School and Location	Year Completed

**Skills and Experience: (Please check all skills that you have performed in PROFESSIONAL capacity.)**

<input checked="" type="checkbox"/>	Advising Skills	Years of work exp.	<input checked="" type="checkbox"/>	Facilitation Skills	Years of work exp.					
	Intake and Assessment			Delivery of Workshops						
	Career Decision Making			Development of Workshop Curriculum						
	Provision of Labour Market Information			Able to prepare and deliver a PowerPoint presentation						
	Job Search Assistance		What workshop topics have you delivered?							
	Return to Work Action Planning		<table border="1" style="width: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							
	Training Plan Development									
	Job Maintenance Advising									
	Life Skills Training									
	Work Placements									
	File Management									
	Information Management and FIPPA									
	Case Management									

**Please check the client groups you have worked with:**

EI Eligible    Income Assistance    Disabilities    Resource Industry Workers    Aboriginal    Youth

Vocational Assessment Tools (Please list the assessment tools you are certified to deliver)	Certification Obtained (Date)

<input checked="" type="checkbox"/>	Leadership Skills and Experience	Years of Exp.	Please check the skills and explain how you have obtained experience.
	Teamwork		
	Team Leadership		
	Program Coordination		
	Supervision/Management		
	Mediation		

<input checked="" type="checkbox"/>	Computer Skills	Levels of Ability (expert, intermediate, basic)	Please explain the working level and version.
	Word		
	Excel		
	Contact IV		
	Keyboard Skills		
	Other:		

**References (Please provide three references that can verify your employment experience.)**

Name	Company	Phone Number	Email Address

I give permission for North island Employment Foundations Society to contact any references or prior employers given in conjunction with this application to secure information relevant to my application

I certify that the information provided in this application or attached resume is true and complete. I understand that if any information in this application is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.

\_\_\_\_\_  
Signature  
(If applying electronically, please type your name as authorization.)

\_\_\_\_\_  
Date

**Canadian Standards and Guidelines  
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
Core	C1. Professional Behaviour	C1.1 Adhere to the Code of Ethics and the Ethical Decision-Making Model	C1.1.1 Follow the code of ethics and apply the ethical decision-making model											
		C1.2 Demonstrate Professional Attributes	C1.2.1 Demonstrate professional attributes											
		C1.3 Demonstrate a Commitment to Professional Development	C1.3.1 Develop relationships with other professionals C1.3.2 Demonstrate a commitment to lifelong learning C1.3.3 Keep up to date with technology											
		C1.4 Use Analytical Skills	C1.4.1 Apply a solution-focused framework C1.4.2 Collect, analyze and use information											
		C1.5 Manage Work	C1.5.1 Use planning and time management skills C1.5.2 Follow case and project management procedures C1.5.3 Document client's interactions and progress C1.5.4 Evaluate the service provided to clients											

**Grading Scale for Personal Competency**

1	2	3	4	5
Need to Develop	Somewhat Competent	Competent	Reasonably Competent	Very Competent

**Grading Scale for Most Recent Position**

1	2	3	4	5
Not at all	Not very often	Some what	Often	All the time

**Canadian Standards and Guidelines  
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	C2. Interpersonal Competence	C2.1 Respect Diversity	C2.1.1 Recognize diversity C2.1.2 Respect diversity											
		C2.2 Communicate Effectively	C2.2.1 Work with climate and context to enhance communication C2.2.2 Use a framework for verbal communication C2.2.3 Use a framework for written communication C2.2.4 Use effective listening skills C2.2.5 Clarify and provide feedback C2.2.6 Establish and maintain collaborative work relationships											
		C2.3 Develop Productive Interactions with Clients	C2.3.1 Foster client self-reliance and self-management C2.3.2 Deal with reluctant clients											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	C3. Career Development Knowledge	C3.1 Possess Career Development Knowledge	C3.1.1 Describe how human development models relate to career development C3.1.2 Describe major career development theories C3.1.3 Describe how change and transition affect clients moving through the career process C3.1.4 Describe how life roles and values impact career development C3.1.5 Identify how life roles impact career development C3.1.6 Identify the major organizations resources and community-based services for career development C3.1.7 Explain components of labour market information C3.1.8 Keep current about the labour market											

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**Canadian Standards and Guidelines  
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position						
				1	2	3	4	5	1	2	3	4	5		
	C4. Needs Assessment and Referral	C4.1 Refer Clients to the Appropriate Sources	C4.1.1 Respond to clients' needs C4.1.2 Develop and maintain a referral network C4.1.3 Make appropriate referrals												

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
Areas of Specialization	S1. Assessment	S1.1 Guide Client Assessment	S1.1.1 Describe assessment instruments and methods S1.1.2 Identify standardized career assessment instruments and informal assessment methods appropriate for your client group S1.1.3 Explore appropriate instruments and procedures with clients S1.1.4 Use standardized career assessment instruments S1.1.5 Review and evaluate results with clients											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S2. Facilitated Individual and Group Learning	S2.1 Possess Knowledge About How to Facilitate Learning	S2.1.1 Describe commonly accepted principles of learning S2.1.2 Define techniques commonly used to facilitate learning											
		S2.2 Facilitate Learning	S2.2.1 Prepare for program delivery S2.2.2 Determine clients' existing competencies S2.2.3 Deliver programs S2.2.4 Evaluate program											

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**Canadian Standards and Guidelines  
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S3. Career Counselling	S3.1 Possess Knowledge in Career Counselling	S3.1.1 Explain major theories and models pertaining to counselling S3.1.2 Explain major theories and models pertaining to career development S3.1.3 Explain major models pertaining to change and transition S3.1.4 Describe barriers to career development S3.1.5 Describe computerized career planning systems and information resources S3.1.6 Describe types of educational/training opportunities and resources S3.1.7 Work with labour market information											

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**Canadian Standards and Guidelines  
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S3. Career Counselling (cont'd)	S3.2 Demonstrate Method of Practice in Interactions with Clients	S3.2.1 Develop a method of practice that builds on established or recognized ideas  S3.2.2 Establish and maintain a collaborative relationship with clients  S3.2.3 Explore issues  S3.2.4 Develop and implement a process for achieving clients' goals that is consistent with own method of practice  S3.2.5 Monitor progress											

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Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S4. Information and Resource Management	S4.1 Develop and Maintain an Information and Resource Base	S4.1.1 Describe the role of information and resource management in career development  S4.1.2 Describe classification systems  S4.1.3 Determine the information needs of clients and community  S4.1.4 Establish and maintain an information and resource base											
		S4.2 Provide Clients with Access to Information	S4.2.1 Provide clients with access to information											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S5. Work Development	S5.1 Develop Work Opportunities for Clients	S5.1.1 Liaise with clients, employers and professionals S5.1.2 Facilitate work and work-related opportunities S5.1.3 Prepare clients to respond to the labour market S5.1.4 Support clients with work maintenance											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S6. Community Capacity Building	S6.1 Promote Community Partnership and Participation to Increase Self- sufficiency and Enhance Productivity	<p>S6.1.1 Initiate and maintain effective relationships with key community partners</p> <p>S6.1.2 Work with the community to develop a community vision</p> <p>S6.1.3 Work with the community to assess current community capacity</p> <p>S6.1.4 Conduct an analysis of sectors based on human resources</p> <p>S6.1.5 Conduct an analysis of sectors based on physical resources</p> <p>S6.1.6 Work with the community to determine the gaps between visions, goals and capacity</p> <p>S6.1.7 Work with the community to develop action plans to address economic, social, educational and employment goals</p>											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
	S6. Community Capacity Building (cont'd)	S6.1 Promote Community Partnership and Participation to Increase Self- sufficiency and Enhance Productivity (cont'd)	S6.1.8 Help the community and individuals identify employment and lifestyle alternatives  S6.1.9 Work with the community to implement action plans  S6.1.10 Work with the community to evaluate action plans											

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## Canadian Standards and Guidelines Self-Assessment

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position				
				1	2	3	4	5	1	2	3	4	5
Common Skills and Knowledge	CSK1 Work Search Strategies	CSK1.1 Guide Clients in Work Search Strategies	CSK1.1.1 Guide clients to identify own skills, strengths, personal characteristics, values and interests										
			CSK1.1.2 Guide clients to complete application forms										
			CSK1.1.3 Guide clients in writing cover letters										
			CSK1.1.4 Guide clients in preparing résumés										
			CSK1.1.5 Guide clients in using portfolios										
			CSK1.1.6 Guide clients to develop self-marketing plans										
			CSK1.1.7 Guide clients in conducting cold calls										
			CSK1.1.8 Guide clients with their personal presentations										
			CSK1.1.9 Guide clients in networking										
			CSK1.1.10 Guide clients in using references										
			CSK1.1.11 Guide clients in effective interview skills										

### Grading Scale for Personal Competency

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Cluster	Areas	Functions	Competencies	Personal Level of Competency	Required in Most Recent Position
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**Canadian Standards and Guidelines  
Self-Assessment**

				1	2	3	4	5	1	2	3	4	5	
	CSK2 Group Facilitation	CSK2.1 Facilitate Groups	CSK2.1.1 Describe the principles of group facilitation  CSK2.1.2 Facilitate groups											

**Grading Scale for Personal Competency**

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