

February 1, 2010

Dear Applicant,

Thank you for your interest in our job posting for a Client Advisor position with the NIEFS Campbell River Employment Centre. The North Island Employment Foundations Society (NIEFS) is a growing not-for-profit society 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 Client Advisor position
- ◆ Self-assessment for the Canadian Standards and Guidelines for Career Development Practitioners
- ◆ A mandatory Application Form to be completed

Specific Information to the Position

Campbell River Client Advisor:

Hours	Full Time – 35 hours per week Typically Monday – Friday 8:30 am – 4:30 pm
Wage range	\$18.17 per hr. to \$20.88 per hr. + Benefits after 3 month probation period
Start Date	To be negotiated (position is vacant)

Timeline for this Competition

Mon. Feb. 1 st , 2010	Job competition commences
Wed. Feb. 24 th , 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 - 13th Avenue
Campbell River, BC V9W 4H2

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
 - ◆ The development and improvement of existing return-to-work action planning processes and supports for people not eligible to access Part Two EI benefits
 - ◆ The extension of services to clients in rural and remote communities on Northern Vancouver Island through itinerant, on-line and distant supports
 - ◆ The continued development of services that support skill development, job placement and on-the-job learning and apprenticeship
 - ◆ The use of standardized and authentic assessment processes and tools
 - ◆ The development and tracking of service quality indicators

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- ◆ The development of portfolios as a tool to assist with client, staff and organizational development.
- ◆ Increasing the understanding of the current skills and labour shortages through the further development of relationships with employers.

If you have any questions about this posting, please e-mail your questions to kent.larden@niefs.net. Completed applications and the required supporting documentation must be received by Wednesday February 24th at 4:00 pm.