

## Employment Outreach Worker

John Howard Society (JHS) Pacific is a dynamic non-profit organization that provides innovative programming in the social services sector. We strive to create safe, healthy, and inclusive communities for all.

### ROLE PURPOSE

This position will provide outreach support to client(s) referred to JHS Pacific and assist individuals achieve sustainable employment.

### LOCATIONS

Prince George

### HOURS

40 hours per week.

*Flexible hours based on client needs, including evenings and weekends. Program operational hours are generally from 08:00 – 21:00.*

### KEY ACCOUNTABILITIES

- Ensures that effective employment programs are delivered
- Liaises with other JHS staff/management regarding potential referrals of suitable participants for the employment program, or for referrals of participants already in the program to other JHS programs and services
- Liaises with contractors who provide training or certification in assisting participants achieving employment
- Completes Intake and Employability Assessments to determine eligibility and suitability for the program
- Based on individual need, provides a combination of employment assistance services, skills development training, and/or wage subsidies in order for each participant to achieve the expected participant outcomes
- Conducts in depth assessment of participants training needs (personality, vocational and essential skills assessments)
- Works with each participant to develop an individualized plan including identifying training needs, key steps, timelines, resources and milestones to achieve employment or career goals, using the Case Administration Management System
- Actively develops volunteer and job placements in the community for participants
- Establishes and maintains effective working relationships with relevant community services and agencies
- Completes monthly evaluations by program staff on achievement and progress; collects workplace evaluation from employers

### OUR VALUES

- Inclusive ·
- Accountable ·
- Person-Centered ·
- Collaborative ·
- Determined ·

## **EXPERIENCE AND SKILLS**

- A Diploma in Social Services and one-year relevant experience is preferred; inhouse training can be provided for the right candidate
- Professional or lived experience working with vulnerable populations experiencing multiple barriers
- A demonstrated and clear ability to respond well in crisis situations

## **REQUIREMENTS**

- Ability to successfully complete a Vulnerable Persons Criminal Records Check
- Ability to successfully pass a reference check
- Current Emergency First Aid Certificate
- Valid driver's license
- Personal transportation that is in good repair, insured for business up to \$1,000,000 for liability, and which can be used to transport clients

## **COMPENSATION**

As JHS Pacific is a unionized environment, the starting wage is \$23.10 per hour plus 10.2% in lieu of vacation pay and benefits (for casual employees). The wage will increase with every 2,000 hours worked up to a maximum of \$26.91 per hour.

## **WHAT WE OFFER?**

- Committed Living Wage Employer
- Competitive benefits package, including health, wellness, and pension plan
- Career and personal development, with the ability to grow in a diverse range of programs
- Access to a range of staff mental health supports, including an inhouse counsellor, Employee Family Assistance Program, and Critical Incidents Stress Management

## **DIVERSITY, EQUITY AND INCLUSION**

At JHS Pacific, we value and accommodate unique differences to ensure that our staff have the opportunity and are supported to thrive. To build a strong and representative workforce, we encourage applications from all qualified applicants, including but not limited to members of communities that are disadvantaged on any grounds, including Indigenous Peoples, people of colour, people of all genders and sexualities, and people with disabilities.

## **HOW TO APPLY**

Please submit your application with a detailed cover letter and resume with the subject line "Employment Outreach Worker (Prince George)" to [careers@jhspacific.ca](mailto:careers@jhspacific.ca)

The logo for JHS Pacific, consisting of the letters "JHS" in a white, sans-serif font inside a white square with a thin border, set against a teal background.