



Stó:lo Aboriginal Skills & Employment Training

Bldg #5A – 7201 Vedder Road, Chilliwack, B.C. Canada V2R 4G5
Tel: (604) 858-3691 or toll-free 1-888-845-4455 Fax: (604) 858-3528
E-mail: saset@stolonation.bc.ca

June 11, 2024

EMPLOYMENT FACILITATOR

Stó:lo Service Agency requires the services of a qualified **Employment Facilitator** to fill a vacancy with the **Stó:lo Aboriginal Skills & Employment Training (SASET) Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The SASET Employment Facilitator will: a) provide professional, courteous, confidential employment counseling services; b) promote programs and initiatives supported by the Indigenous Skills & Employment Training (ISET) funding agreement; c) facilitate related client employment assessments d) facilitate employment skills workshops, e) maintain well documented hard copy and data based client file records and f) establish working relationships with employers, trades, and labour market to assist in the connections for clients to employment.

The successful candidate will work out of the Central (Chilliwack) office and provide outreach employment services at designated locations within the SASET catchment area.

Qualifications/Requirements:

- Career Development Practitioner Certification, other employment/client assessments,
- Willingness to expand their skills set if required by SASET funded professional development.
- Ability to work in First Nation communities and other SASET outreach locations providing client employment/training skills facilitation in workshops and employment skills, employer/employee expectations. Respectful skills level in working with multi-barriered clients.
- Knowledge of the Labour Market and referral agencies to assist clients in their continuum to meaningful employment.
- Strong computer skills: MS Word, MS Excel, database and organizational and multi-tasking abilities. Website, database maintenance,
- Ability to maintain: a healthy courteous working relationship with staff, community staff, members, and representatives of other organizations; adhere to the confidentiality guidelines of all records, materials and communications concerning clients, staff, SASET and Stó:lo Service Agency/Nation

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation
- References: Three names and phone numbers/emails of recent supervisors
- Must hold and maintain a valid Class 5 BC Drivers' License
- Must successfully pass the required pre-employment RCMP Criminal records Checks (one from the Criminal Records Review, and one from the RCMP)
- SSA has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be vaccinated.

SALARY RANGE:

\$26.00-\$29.00 per hour based on qualifications/experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period, successful annual performance evaluations and continued funding.

APPLICATIONS DEADLINE:

4:00 PM, JUNE 27, 2024.

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lo Service Agency Personnel Department
Bldg. #8A, Floor #1 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.