



## **Richmond Society for Community Living**

**Richmond Society for Community Living** is a medium sized non-profit agency that provides support and services to children and adults with developmental disabilities. We are currently accepting applications for an:

### ***Employment Specialist***

Reporting to the Employment Coordinator this position provides employment planning and preparation services. This position is responsible for building partnerships with employers to create job opportunities.

### **Job Responsibilities:**

- Develop and implement marketing and outreach strategy to employers
- Liaise with community professionals and employers to explore and develop competitive and customized employment opportunities based on individual skills and abilities.
- Plan and organize job fairs, information sessions, and employer presentations on a regular basis.
- Monitor all placements, oversee training plan development and conduct on-going follow up to ensure successful employment outcomes for program participants
- Work with job seekers to develop and implement their career paths
- Visit and maintain contact with potential and current employers
- Provide employment preparation and employability group sessions and individual resource center support when required
- Work collaboratively and effectively with all members of the employment program. Assist in supervision of employment program staff when required.
- Observe changing needs within the existing services and look for creative/new opportunities to expand them.

### **Qualifications:**

- Bachelor's degree/diploma in business, marketing or a related discipline.
- Three or more years in job development, employer outreach, and employment counseling. An equivalent combination of education and experience will be considered.
- Excellent written and verbal communication skills
- Thorough understanding of labor market information and trends

- Demonstrated ability to work as a member of a team
- Strong organizational, planning, and time management skills
- Ability to facilitate group activities
- Ability to be flexible with schedule
- Valid BC driver license/access to a vehicle, approved first aid and clear criminal record search are required

**Please send resumes by July 21, 2017 to:**

Richmond Society for Community Living  
c/o Human Resources Department  
170- 7000 Minoru Boulevard  
Richmond, BC V6X 3Z5  
Fax: 604.279.7048  
Email: [humanresources@rscl.org](mailto:humanresources@rscl.org)