

Job Title:	Vocational Counselor
Classification/Benchmark:	Vocational Counselor
Grid Level:	11

Responsible To

The Vocational Counselor shall report directly to the Person Centered Practices/Employment Services Manager (Supervisor).

Job Summary

Develops, implements, monitors, and evaluates training plans in a variety of work settings designed to meet persons served's vocational, social, and daily living goals.

Responsibilities

1. Identifies persons served's interests, skills, and abilities by conducting interviews and consulting caregivers.
2. Develops, with the participation of persons served, training plans, including pre-employment skill development, designed to meet the individual's goals in the areas of daily living and social skills and job readiness. Implements, monitors, evaluates, and modifies training plans.
3. Trains, supports, and monitors persons served in a variety of work settings in areas such as work skills, proper hygiene, product quality, quantity, and service expectations.
4. Provides reports on persons served's skill level and progress to the Supervisor and other caregivers, and makes recommendations on modifications to the goals.
5. Locates employers in local businesses, industries, and community agencies that match the interests, skills, and abilities of persons served. Encourages employers to participate in placements.
6. Encourages person served participation in community activities, and encourages relationships and friendships in the community.
7. Follows up on job placements by assisting employers to work with persons served through problem-solving and troubleshooting.
8. Liaises with community service providers in order to promote the program.
9. Performs other related duties as required.

Qualifications

1. Education and Knowledge:
 - Diploma in a related Human/Social Service field.
2. Training and Experience:
 - One (1) year recent related experience or an equivalent combination of education, training, and experience.

Conditions of Employment

- Valid BC Driver's License (Class 4 Unrestricted, where applicable).
- Criminal Record Search upon commencement of employment and every five (5) years thereafter, providing clearance to work with vulnerable persons.
- TB test with a negative result (per the Residential Care Regulation).

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- Flu shot or preventative measures as mandated by the Ministry of Health – Community Care Licensing.
 - A vehicle with business insurance (business insurance must be obtained by employees who as a requirement of their employment utilize their personal vehicle for transporting persons served, or are doing business on a regular basis for NACL).
 - Medical certificate (utilizing the *Attending Physician's Report* form) indicating good health, per the Residential Care Regulation.
 - Current Ministry of Health recognized first aid certificate including CPR (which must be kept current while employed with NACL).

Reviewed

- February 2017 (with Labour/Management Committee)
- October 2019 (re reporting relationships)