



EXTERNAL JOB POSTING – PERMANENT PART-TIME
(FULL TIME HOURS UNTIL MARCH 31, 2023)

Date: Wednesday, January 18, 2023
Job Title: Vocational Counsellor
Current Assignment: NACL Employment Services
Rate of Pay: \$24.23 (Step 2) to start, then \$25.56 (Step 3) effective April 1, 2023 *(As per NACL policy, successful candidates for permanent vocational counselor positions will have their starting wage set at step 3 of the wage grid)*
Start Date: As Soon As Possible
Hours of Work: Monday to Friday 0900-1630 FT hours until March 31, 2023,
then 21 hours per week. Monday, Tuesday, and Friday 09:00-16:00 **permanent**
Qualifications:

- Applicants must have proof of double vaccination for COVID-19 on file or provide proof of double vaccination for COVID-19 to be considered for this position.
- Applicants with experience in supporting people with developmental disabilities in a community setting will be considered.
- Incumbent is responsible for ongoing conditions of employment as deemed necessary for job requirements (i.e. First Aid Cert., Criminal Record Check, etc).

Required Skills:

- Diploma in a related Human/Social Service field and relevant Sales/Marketing/Business training and/or equivalent.
- Direct training/experience in career planning/placement for persons with disabilities.
- Direct experience and demonstrated ability to network with businesses, employers, and community partners.
- Direct experience with customized and supportive employment.
- Ability to effectively support people who may exhibit challenging behaviors.
- Ability to work as an effective team member.
- Demonstrated initiative in assisting an individual to develop personal networks and establish recreational and social activities.
- Demonstrated ability to utilize internal computer programs (i.e. ShareVision, Microsoft Office, email, etc.) and document effectively.
- Demonstrated ability to develop, write, and follow through with Person Centered Plans (including documentation/data entry).
- Responsible for maintaining ongoing conditions of employment (First Aid, Criminal Record Check).
- Have own vehicle or access to vehicle required.

Closing Date/Time: **Wednesday, January 25, 2023 at 1600**
Posting Number: **1478**
Attention: Cindy Bryant, QAHR Assistant
(on behalf of John McNeill, HR Manager)

- Note**
- 1) *This posting is considering both internal and external applicants.*
 - 2) *Per the Collective Agreement NACL follows, ability, performance, and requisite qualifications will be assessed – **please provide relevant info with your application** (listings of skills, certifications, education, courses attended and experience – production of documents may be required).*
 - 3) **Please refer to the above mentioned posting number (1478) when applying for this position. Applications without Job Posting Number noted will not be accepted**
 - 4) *Please note, if external applicant awarded a temporary position, they will remain as casual employee upon completion of awarded temporary posting.*
 - 5) *Applications are to be submitted by e-mail to applications@nanaimoacl.com. Please note that you will receive a reply by e-mail within one to two business days, to confirm receipt. **Please retain the reply for your records as proof of your application.** If you do not receive a reply, please contact Cindy Bryant by email at cindy.bryant@nanaimoacl.org*
- This position is open to male and female applicants and requires Union membership***