



## Cowichan Lake Community Services Society

P.O. Box 670, Lake Cowichan, B.C. V0R 2G0  
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### **Employment Advisor**

**Status:** Permanent Part-time  
**Wage:** To be discussed  
**Hours:** 48-56 hours/biweekly

**Start Date:** As soon as possible  
**Reports to:** Executive Director

### **Organizational Overview**

Cowichan Lake Community Services is a non-profit society providing programs and facilities to the people of the Cowichan Lake area. Its mission is to enhance and support the quality of life for all Cowichan Lake area residents. This is done through a variety of programs including counselling and support programs, employment and social development programs, and a multitude of therapeutic recreation programs.

### **Job Summary**

The Employment Advisor will work as part of the WorkBC team to help our clients find and maintain employment, training, and access to pertinent services. They will also be accountable for cultivating strategic partnerships related to employer engagement through community outreach activities. They are a key staff person within our organization and will be one of the first points of contact for those accessing services here at Cowichan Lake Community Services.

This is a permanent, part-time position; however, all positions are dependent on third-funding party remaining in place.

### **Essential Functions**

- Build positive relationships and ensure community members and employers have a comprehensive understanding of the services available at the Lake Cowichan WorkBC Centre.
- Manage the WorkBC Resource Centre
  - a. Support clients who are coming in to access the computers, internet, printing, telephone, fax, and message centre.
  - b. Keep job board and all community resources stocked and current
  - c. Assist clients with job searches and resume building
  - d. Assist eligible clients in accessing WorkBC services

- Keep up-to-date with available community resources; will liaise with other community agencies, local businesses, service providers, schools, etc. and provide up-to-date information on the WorkBC Program.
- Be knowledgeable in career and labour market information and resources.
- Be knowledgeable in local job information and job banks. Be proficient at assessing and analyzing available jobs in order to match employment opportunities with clients' abilities.
- Provide accurate reports on clients' skill level and progress towards goals and objectives.
- Communicate with and support the WorkBC Case Manager.
- Customer service and reception duties.
- Other related duties as the need may arise.

## **Qualifications**

### Knowledge, Skills, & Abilities

- Experience in the provision of job search skills, resume and cover letter preparation, and job placement services.
- Well-developed interpersonal, oral and written communication skills
- Ability to function effectively in difficult and/or crisis situations
- Good organization, time and general management skills
- Proficiency in Microsoft Office (Word, Excel), experience with ICM an asset
- Experience in a non-profit organization in an asset

If interested in this position, please submit your cover letter and resume to [execdir@comserv.org](mailto:execdir@comserv.org)