

Employment Retention Specialist, WorkBC

Buxton Consulting Ltd

Various full-time positions (Abbotsford, Mission, South Okanagan)

A minimum of 2 years demonstrated experience in:

- Provide coaching, maintenance and retention for successfully placed Customized Development and Job Development Clients to ensure sustained long-term employment
- Provide post job placement services and supports to employers and participants
- Work with individuals with complex barriers and a broad range of cultural backgrounds
- Interpret a variety of clinical assessments and assess complex participant needs
- Establish and maintain employer and community relationships
- Deliver job coaching, employment maintenance and job retention services
- Identify and administer participant supports
- Work closely with Disability Case Manager/Customized Employment Specialist and other service providers to ensure long-term attachment to the workforce for participants
- Work collaboratively with operational on-site managers and all staff at the Maximus Work BC locations
- Attend events and provide marketing and promotion on the community
- Observe confidentiality and demonstrate ethical standards

Education/Experience:

- A minimum of 2 years experience in employment services
- Post-secondary degree or diploma in a relevant discipline

Other Qualifications:

- ICM knowledge and experience
- Excellent knowledge of community resources to provide wrap-around services and supports
- Solid computer skills; proficient in MS Office suite
- Class 5 driver's license and reliable vehicle with clean driver's abstract
- Vulnerable sector criminal record check

Competitive wages and benefits

Please submit resume and cover letter to admin.headoffice@buxtonconsulting.org / erini@buxtonconsulting.org

We thank you for your interest in employment with Buxton Consulting, however, only short-listed candidates will be contacted.

Positions will be posted until filled