

**THE AGA KHAN ECONOMIC PLANNING BOARD FOR BC**  
**SKILLS AND EMPLOYMENT PROGRAM (SEP)**

**JOB DESCRIPTION – SEP COUNSELOR**

April 2015

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The SEP Counselor reports to the local EPB Chair primarily and to the Program Director for certain areas with national scope. All employment-related matters are to be referred to the EPB Honorary Secretary.

**Summary**

The SEP Counselor is responsible for all aspects of career development, counseling services and relationship management including conducting client needs assessment (to determine LICO or non-LICO status), employment consultation, labour market research and agreement initiatives, active case management and employer business development/ networking. Case management will include continuous follow-up with clients to review action plans and conduct appropriate referrals to external agencies and other boards and portfolios if required. Collaborate with SEP Vice Chair on SEP program initiatives and referrals to Client Services Team (CST) and Employer Relations Team (ERT)

**Objective**

Counselor is primarily responsible for providing career counseling and job search strategies to ensure that participants living below LICO levels shift to non-LICO levels within a reasonable timeframe.

**Career Counseling**

- Provide individual career counseling services by assessing participants' abilities, skills, and interests and explore related careers and educational options available
- Identify barriers to employment and assist in resolving or providing guidance for resolution
- Refer participants for skills training based on thorough knowledge and research on Labour Market Agreements and Industry Training Authority (ITA) programs
- Make appropriate referrals to agencies who provide career exploration and/or skills development services
- Provide motivation, ongoing coaching and support to participants
- Track and record activities and client progress through the Client Intake System (CIS) and monthly reporting tools
- Support participants in developing action plans and conduct periodic reviews to assess achievement of their goals
- Conduct regular Labour Market analysis/research and catalogue career and occupational trends
- Assist participants in identifying financing sources for training programs
- Follow up with participants to provide encouragement and assistance with barriers impacting their action plans
- Share best practices with regional peers and local team

**Employment Counseling**

- Provide employment counseling and job search strategy coaching including resume writing, networking and interviewing skills
- Provide appropriate referrals to external agencies offering employment, ESL and training programs
- Match candidates against available jobs and market candidates to potential employers
- Collaborate with local EPB and SEP Vice chair in conducting regional events (e.g. Host job fairs, workshops, guest speakers, and other employment events aligned to participants requirements, interests and gaps)

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**Other**

- Develop relationships with key business owners within the Jamat and with external organizations so that our clients can network, be prepared to build connections which may lead to successful job placement
- Collaborate and consult with various boards and portfolios on matters relating to skills training, career and employment planning
- Attend national and local conference calls and meetings as required.
- Attend SEP Managers Conference (SEPMC) monthly calls and local meetings and calls as required
- Research and identify vocational training programs, and external funding sources to finance vocational training.
- Perform related file and office administration
- Other duties as assigned

**Community Development**

The successful candidate will have skills in mobilizing resources within the Jamat and externally as well as has a sound understanding of the importance of creating long term support systems for the families within the principles of community development.

1. Works in collaboration with Jamati Mukhi/Kamadia Sahebs and leadership to manage the process of identification, screening and recruitment of families who meet the criteria.
2. Maintains a thorough knowledge of internal/external resources.
3. Evaluates the effectiveness of Individual Plans and family's progress. Assists the family to resolve identified issues and moves towards defined objectives.
4. Works with family and family's Circle of Support to provide platform for problem solving.
5. Maintains accurate reports and records and provides reports as required.
6. Ensures that all required documentation is complete and meet standards.

**Qualifications Required:**

- A diploma or degree in a related field from a recognized post-secondary institution
- CHPR/CCDP designation an asset
- 2 years' relevant work experience
- Sound knowledge of BC and Canada Labour Market
- Working knowledge of WorkBC, labour market initiatives, industry training authority programs and post-secondary education systems
- Excellent interpersonal and cross-cultural communication skills, including written and verbal fluency
- Interact effectively with people of diverse cultural backgrounds and demographics
- Strong relationship building abilities with internal and external stakeholders
- Ability to maintain confidentiality of sensitive information
- Jamati Institutional experience is an asset
- MS Office (Word, Excel and PowerPoint)

**Application Deadline:** May 10, 2015

Please submit resumes to [epb@ijkc.com](mailto:epb@ijkc.com)