



COMPASS ~ *Setting Career Direction*

103 – 33255 South Fraser Way, Abbotsford BC

Position: Career Consultant (One-to-One) Individual Appointments

Located in Abbotsford, Compass is a Career Decision Making (CDM) program run by the Mennonite Central Committee BC (MCC) Employment & Community Development through funding under the Canada-British Columbia Labour Market Development Agreement. Visit www.mccecd.bc.ca for details.

Employment & Community Development - Mennonite Central Committee BC, (MCC)

MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC serves among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts and we also have local programs, including Employment & Community Development. For more information about MCC, visit www.mcc.org.

Staff working in the Employment & Community Development Department are expected to exhibit a commitment to the MCC organizational culture, understand the issues faced by marginalized groups, respect and appreciate that all people have the right to access services in their local community, good verbal and written communications skills for participating in meetings, and writing reports, effective interpersonal skills relating to representing the organization to community agencies, flexibility and cooperative team approach to working relationships. Experience working with or knowledge of people dealing with unemployment and labour market transition.

Scope of Position:

Reporting to the Program Manager, the Career Consultant will:

- Provide intake appointments for those referred to one-to-one (1:1) career decision making
- Facilitate 1:1 career decision making sessions
- Provide individual coaching as determined by the participant while helping them plan their careers
- Maintain Excel program lists and MS Access database
- Provide program reports in a timely fashion
- Monitor participant progress and provide adequate feedback
- Adjust program curriculum in collaboration with the Program Manager and other team members
- Support other staff for brief vacation relief
- Maintain contact with and work in cooperation with the local case managers and other service providers
- Case conference with Case Managers at the various Employment Resource Centres
- Participate in staff meetings to contribute to the effectiveness of programming and client outcomes
- Participate in monthly marketing activities in the community

Professional Skills:

- A degree in education, social sciences, social work or equivalent education and experience
- Preference will be given to those with a CCDP designation
- Has experience in the administration and interpretation of vocational assessments, such as Holland's Self Directed Search, MBTI, Choices 2009 Abilities Profiler, Choices Planner, COPS Interest Inventory, Career Thoughts Inventory, and Type Focus.
- Has completed courses such as Ethics and Career Development Theories
- Is familiar with the Blueprint for Life/Work Designs
- Training and experience in adult learning theory, motivational interviewing, and counselling skills
- A high degree of willingness and ability to work in an active team environment
- Understanding and knowledge of employment issues, trades and apprenticeships, career decision-making and its relation to the labour market
- Good verbal and written communications skills for giving and receiving instructions, participating in meetings and writing reports
- Effective interpersonal skills and an ability to represent the organization to community agencies
- A professional yet personal approach. A high level of respect for the diversity of the people served and an ability to maintain client confidentiality
- Proficiency in word processing, MS Access database, accessing the Internet, and utilizing email.
- Some experience with online program delivery
- A second language would be an asset
- Knowledge of the local labour market, and methods to maintain current understanding of local influences
- Enthusiasm, flexibility, a non-judgmental approach, and a reflective learning style
- Criminal record check



Funded in whole or part through the
Canada-British Columbia Labour Market Development Agreement