



# JOIN OUR TEAM!

## WORKFORCE DEVELOPMENT COORDINATOR

POSTED: MAY 9TH, 2019; CLOSING: MAY 24, 2019

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The *Workforce Development Coordinator* will work from the Woyenne office in Burns Lake, BC but required to travel to communities of Tachet and Fort Babine. The candidate will help to ensure that clients in search of Employment & Training are supported in order to reach their potential and are provided with equal opportunities to fully participate in the community by developing work skills and finding opportunities to use them. The candidate will develop community connections and ensure the people supports maintain a lifestyle that is inclusive, nurturing, secure, based on person centered planning and that allows them to capitalize on work opportunities available to them.

### RESPONSIBILITIES:

- Make sound decisions in a timely manner, work effectively within a team approach to community development
- Access funding opportunities
- Develop, write and implement strategic plans and ability to provide necessary documentation to support Employment & Training requirements
- Interact with various stakeholders, as required
- Work independently and front line with clients
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, & people management skills.
- Must be able to be depended upon to plan & organize work effectively and ensure its completion.
- Ability to travel when required for employment and training

### QUALIFICATIONS:

- Developmental Services Worker diploma or 2-year post-secondary diploma Employment Advising and/or a Human Services in a relevant field of study
- A minimum three years' experience in a human service / employment advising capacity or an equivalent combination of education, professional training, and experience.
- Familiarity with available community resources within service delivery area.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Strong morals and ethics, along with a commitment to privacy
- Excellent teamwork and team building skills.
- High degree of resourcefulness, flexibility, and adaptability.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.

**Please submit resume and cover letter to Human Resource Assistant, Philine West**

✉ [philine.west@lakebabine.com](mailto:philine.west@lakebabine.com)

☎ (250) 692-4700 | 1-888-692-3214

**Successful candidates of short-listing will be contacted; no telephone calls please**