

**"An Equal Opportunity Employer"
JOB POSTING**

Issued: October 14, 2025

POSTING No: 25 –28

Applications are invited for: **WISE Employment Solutions, Unit # 307-7327 137th St, Surrey BC V3W 1A4**

Classification: **ONE Temporary Part Time- Employment Specialist (32.5hrs)**
(Special Funded Project – One-year with potential extension)

Hours: **Monday to Friday 0830-1530** - With flexibility based on the program needs

Closing Date: *October 20, 2025* **Start Date:** *ASAP*

For more information, contact: *Seema Tripathi, Director of Employment and Innovative Services*

JOB DESCRIPTION: *As per the Employment Specialist Job Description*

SPECIFICATIONS REQUIRED:

- Diploma (from a recognized university or college) in Career Development, Supported Employment, or Vocational Rehabilitation, or applicable undergraduate degree in Social Services or Adult Education and/or combination of relevant education and direct employment specialist experience.
- Minimum three to five years' experience working with people with developmental and/or physical disabilities
- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living and working in the community are protected and respected.
- Daily access to and use of their own vehicle suitable for transporting the person and clients within the Lower Mainland of BC;
- Excellent oral, written, facilitation and interpersonal communication skills in English;
- Excellent decision making, problem solving and creative thinking skills;
- Excellent skills in crisis intervention and in teaching these techniques to others;
- Clear ability to work effectively with program staff, volunteers and non-profit, for-profit or publicly funded groups, agencies or organizations;
- Demonstrated ability to teach skills and work effectively with others in a team environment with an emphasis on leadership, self-initiative, patience, maturity and tact;
- Knowledge of the local community's resources and services including services provided in the Community Living field.
- Excellent time management and organizational skills; Computer literacy including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals
- Ability to assess work environments to determine suitability of employment
- Class 5 driver's license, acceptable driving record, business insurance and use of motor vehicle.
- Current Criminal Record Check clearance, up to date First Aid and CPR Certification and Mandt Certificate (or equivalent);
- A strong desire to function as part of the staff team of Semiahmoo House Society.

WAGE RATE: According to Collective Agreement.

PROCEDURE:

All applications should be **submitted on the "Application for Job Posting"** form, accompanied by an **updated resume and a letter stating why you feel you would be the appropriate candidate for this position**, and received by Stephanie Green 4:00pm, *October 20, 2025*

This position open to applicants of all genders and union membership is required.