



Part-time Employment Opportunity Participant Support Worker

PIRS is a not-for-profit organization that provides programs for immigrant women and their preschool children. We are looking for a Participant Support Worker to assist in the development and delivery of an ESL program for immigrant women and to support the women in the program to access other resources and services.

It is a part-time position of 5 paid hours per week. 15 hours for fall term, 10 hours for winter and spring terms are also available for outreach and recruitment duties that are performed outside of class time. 4.5 hours meeting time per term at a \$12/hour. Starting salary is \$17.25 per hour plus 4% holiday pay.

The program is held at Champlain Elementary School, 6955 Frontenac St., Vancouver Monday and Wednesday 9:15 – 11:45

Main Responsibilities:

- recruit and screen program participants, register new participants and manage a waitlist
- refer clients who do not fit the target group to other services/programs
- bring information to the group about community resources, employment programs, training options, opportunities for volunteering, etc.
- establish good relationship with clients and partners
- work closely with the ESL teacher to determine language training needs and plan activities that will enhance and promote the participants' ability to take next steps
- encourage and support group members in their continued participation in the program
- provide feedback to the ESL teacher regarding any needs or concerns
- maintain forms and systems around collecting fees
- maintain student files and records and submit as necessary (attendance, profiles, registration summary) – follow up with absent participants
- attend team meetings; participate in professional development workshops and training

Desired Qualifications:

- strong knowledge of community resources, employment programs, training options and opportunities for volunteering
- experience working with multicultural, multilingual groups
- ability to work one-to-one and in a team
- training and experience in group programs
- knowledge of issues pertaining to immigrant women
- excellent communication skills
- computer proficiency (Windows, Microsoft Office, email)
- Second language is an asset

**To apply, send resume and cover letter to:
Executive Director . Mariam Bouchoutrouch
Email: ed@pirs.bc.ca
Deadline for applications is December 15, 2014.**

Thanks to all who apply. Only short-listed candidates will be contacted.



PACIFIC IMMIGRANT RESOURCES SOCIETY

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