



Job Posting

Vocational Service Specialist (VSS)

Full-Time / Work from Home

Must be available during weekdays and regular business hours

As a Vocational Service Specialist at Geseron Employment Consulting (GEC) Ltd., you will play a crucial role in guiding clients through their career development journey while equipping them with the skills and knowledge needed to re-enter the workforce successfully. You will also be responsible for the review and analysis of a client's existing education, training, experience, and restrictions/limitations in order to complete vocational reporting and assessments of employment or employability options.

Job Responsibilities:

Job Search Assistance Programs

- Guide and educate clients through GEC's structured Job Search Assistance programs.
- Teach clients job search strategies and prepare them for job interviews.
- Generate new cover letters, resumes, and/or portfolios.
- Motivate, monitor progress, and support clients as they transition back into the workforce.
- Ensure delivery of all required program information as well as ongoing detailed reporting from each client interaction as per GEC guidelines and standards within the expected timeframes.
- Minimum of once weekly contact with clients throughout programs.

Vocational Assessment and Reporting Services

- Review in depth file information such as employment documents, medical information, and job descriptions.
- Understanding the impact of restrictions/limitations and determine if a client could meet the demands of their previous occupation and what may be possible if not regarding returning to work.
- Objectively research and identify appropriate alternative/transferable occupational options based upon a variety of file factors.
- Understanding labour market trends as it relates to recommendations for occupations.
- Completion of systemized reporting as per GEC guidelines and standards for our Vocational Assessment and Reporting Services within the expected timeframes.

Requirements:

- Comprehensive knowledge and experience within the vocational rehabilitation industry, career counselling, writing cover letters, resumes, industry specific job markets, trends, and online platforms.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.
- Flexibility to adapt to changing priorities and tasks.
- Excellent written and verbal communication skills with the ability to present information in a clear and engaging way.



- Proactive, empathetic and motivational approach to working with clients, identifying and solving problems.
- Detail-oriented, deadline driven with the ability to follow standard processes and procedures.
- Reliable and consistent with the ability to work with minimal supervision.
- Dedicated and free from distractions private workspace.
- Computer or laptop with proof of antivirus software.
- High-speed internet connection.
- Familiarity with Microsoft office applications.
- Criminal record check.

Required Qualifications:

- Relevant post-secondary education in vocational rehabilitation, counselling, career development, social work, or related field required.
- A combination of equivalent education, training, and experience may be considered. If relying upon equivalency, ensure this is clearly identified within your resume.

Preferred Qualifications:

- Experience with formulating reports such as Transferable Skills Analysis, Labour Market Research, Employability Reviews, etc.
- Experience in coordinating assessments, interpreting reports, and providing support to various demographics, such as military personnel and veterans, in achieving their rehabilitation goals.
- Professional credentials relating to the practice of career development and vocational rehabilitation, e.g.: Career Professionals of Canada - CPC (Certified Professional Resume Writer - CPRW, Certified Resume Strategist - CRS), Vocational Rehabilitation Association of Canada – VRAC (Registered Rehabilitation Professional - RRP, Registered Vocational Progression – RVP), Canadian Society of Professionals in Disability Management – CSPDM (Certified Disability Management Professional – CDMP, Certified Return to Work Coordinator - CRTWC), College of Vocational Rehabilitation Professionals – CVRP (Return to Work Disability Managers - RTWDM, Certified Vocational Rehabilitation Professional - CVRP, CVRP – Transferable Skills Analysis - TSA, Canadian Certified Vocational Evaluator - CCVE), etc.

Languages:

- English is mandatory.
- French is considered an asset.

Wages:

- \$25 - \$27 per hour.



The Successful Applicant Must:

- Handle responsibility
- Be time-efficient
- Learn quickly
- Follow instructions
- Research information
- Analyze details
- Apply reasoning
- Organize information
- Work consistently
- Be patient
- Proofread
- Maintain standards
- Be resourceful
- Finish projects
- Listen to others
- Be self-confident
- Work well under pressure
- Work alone

The Successful Applicant Must Not:

- Be stubborn about changing their viewpoints
- Ignore timelines
- Be unreliable
- Be a poor listener
- Be indecisive
- Be slow to react

Note: *This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.*

Please submit your completed application via email to:

info@geseron.com