



Leap Frog Consulting

Leap into your next career with us!

Leap Frog Consulting is searching for a Vocational Consultant, on a casual, contract basis to provide Job Search Support and Vocational Rehabilitation Training Plan Services to previously injured clients who are returning to new employment or training opportunities. Services include resume, cover letter, job search and employment preparation support, individualized job search support and VR planning services to referred clients. In this role, you will work one to one assisting individuals with securing meaningful employment that fits with their abilities, through direct marketing to Employers across the Lower Mainland, or creating comprehensive Vocational Rehab Plans which include TSA's, Labour Market research and detailed Plan creation.

Responsibilities include:

- Conducting vocational profiles to determine employment history, education and experience
- Assessing transferrable skills and employment barriers
- Completing effective resumes and cover letters in a brief time frame
- Providing job search skills instruction and support
- Writing comprehensive reports, within established time frames, regarding services provided and client progress and participation
- Identify suitable job options based on return to work plans provided by the referral source
- Conducting labor market research and marketing clients to prospective employers

Requirements:

- A University degree is required (psychology, education, kinesiology, health sciences, rehabilitation etc.)
- Minimum 2 years experience with job placement, employment preparation and job search support.
- Strong verbal and written communication skills with the ability to develop strong rapport with clients.
- Sensitivity to clients physical, mental or learning limitations and experience working with vulnerable populations.
- Candidates should have a strong understanding of the local labour market with an emphasis on the Lower Mainland.
- Related experience with vocational assessments, career counselling, case management, or recruiting would be an asset.

- RRP, CVRP, CCVE, RTWDM or other related professional designation and/or eligibility to obtain designation would be an asset.
- Ability to travel between offices located in Maple Ridge and Coquitlam to meet with clients in person. Currently services provided remotely due to Covid 19.
- Home based office space with the ability to secure client information according to FIPPA guidelines.
- Willingness to obtain a Vulnerable Sector Criminal Record Check and Professional Liability Insurance

If you have questions about this role, or would like to forward your resume for consideration, please email Eileen Young at leapfrogconsulting@telus.net. Application deadline is open until a qualified candidate is found.