

INTERNAL & EXTERNAL JOB POSTING

Coordinator, Work-based Trades Practical Assessment Program – Rural Initiative Short-term contract to end March 2026

ISANS is seeking a full-time **Coordinator, Work-based Trades Practical Assessment Program – Rural Initiative** responsible for the implementation and delivery of the Work-based Trades Practical Assessment Program which provides clients with the opportunity to demonstrate their competencies through on-the-job paid work placement in their own trades. Reporting to the Supervisor & Manager, Employment & Bridging, this position will be responsible for:

Duties and Responsibilities:

- Planning and coordinating the Work-based Trades Practical Assessment Program with a focus on offering the program in rural NS and Halifax;
- Promoting the program and doing a targeted outreach to community organizations, NS Works Centres, immigrant community organizations, employer associations, sector councils, and other stakeholders across Nova Scotia to raise awareness of immigrant clients in trades, identify immigrant trades' clients, and create opportunities for work-based practical assessments;
- Facilitate job development for program participants with potential employers;
- Publicizing the program to prospective immigrant trades participants;
- Working with the employment specialist team on selecting the right trades clients to participate in the program;
- Providing a comprehensive needs assessment of clients' interests, abilities, and life situation to select the right trades candidates;
- Working with NS Apprenticeship Agency staff to offer trade specific assessment sessions with interpreters;
- Working with training organizations and planning the required safety training for all participating clients including: Emergency First Aid/CPR; WHMIS; Fire Safety; Fall Arrest; Confined Spaces, depending on the client's field of work;
- Researching companies, organizations and other potential employer sites; keeping up to date on labour market developments in Nova Scotia;
- Developing and maintaining a network of employer contacts in trades;
- Connecting successful participants with employers in trades to complete a paid 12-week on the job practical assessment;
- Preparing the WTPA contracts to be signed by clients, employers and manager;
- Preparing training allowance payments according to attendance and working with the Finance team to ensure timely payments;
- Ensuring all clients are covered by workplace injury insurance through their employers or ISANS;
- Providing clients with the safety gear and tools needed for their trade;
- Conducting initial, midterm and final assessment in addition to the ongoing follow up and site visits as needed;
- Supporting trades clients in applying for additional tools through NSAA and ENS;
- Working with LML team and English in the Workplace to support clients during the work placement;
- Recruiting interpreters to provide services as needed;
- Planning trades structured study groups in collaboration with NSCC instructors;
- Supporting trades clients through their block training and trades level exams;
- Working with employers interested in hiring trades clients after the work placement through the Apprenticeship START, if needed.

General responsibilities:

- Providing information as required for internal/external reports, proposals, grants
- Reviewing and adhering to ISANS workplace health and safety policies; safety is everyone's

responsibility

- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Attending regular Staff Meetings and Team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelor's Degree or
- Equivalent combination of education and experience will be accepted
- Career Practitioner's Certificate an asset
- Counselling Certificate an asset
- Adult education/training certificate an asset

Experience:

- 2 years' experience in a similar position providing employment counselling and career coaching
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience delivering service face to face and/or online
- Experience in group facilitation and presentations
- Experience building partnerships with employers and the business community

Knowledge:

- Knowledge of the apprenticeship pathways in Nova Scotia
- Up to date knowledge of the Nova Scotia labour market and current trends
- Knowledge of resume development, interview techniques, job search and employment needs assessment

Skills:

- Strong written and verbal English communication skills
- Ability to travel across Nova Scotia
- Strong analytical skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Short-term contract to March 31, 2026
- Full-time, 35 hours per week
- This position will work from home mostly but will require some travel to meet with employers in rural areas, and travel to Halifax also (if located elsewhere) to attend meetings at the ISANS office as needed
- A vehicle and a valid driver's license are required for this role

Commencement Date: ASAP

Closing Date: Thursday April 25 ,2024- 4.00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**