

INTERNAL & EXTERNAL JOB POSTING

Supervisor, Employment & Bridging

ISANS is seeking a full-time **Supervisor, Employment & Bridging** to provide day-to-day supervision of the bridging programs, services and employees within the team, specifically activities of bridging programs coordinators in healthcare, engineering, finance, and bridge to work, guiding them in their work with clients to help them become prepared for licensure and work in their fields.

Reporting to the **Manager Employment and Bridging**, this position will be responsible for:

Duties and Responsibilities:

- Provide guidance, mentorship, and support to the bridging program team, helping them offer occupation-specific bridging program services and structured activities to support their successful integration and licensure process.
- Oversee the offering and smooth running of the different programs to ensure the activities and program outcomes are implemented and met in a timely manner.
- Work with the bridging programs staff on identifying barriers facing immigrants in regulated occupations and suggesting possible solutions.
- Ensure clients in regulated occupations receive appropriate, individualized support and follow-ups, reviewing complex cases to guide program coordinators in addressing challenging situations.
- Monitor, mentor and provide support to team members on client/staff/volunteer issues, elevating to Manager as appropriate.
- Ensure staff onboarding and training, evaluate team members' performance, provide constructive feedback, and set professional development goals.
- Ensure accurate and timely data entry by staff using databases such as NewOrg, LaMPSS, and iCARE. Report data entry issues in a timely manner.
- Contribute to the periodic funding reports by capturing the outputs and outcomes required, sharing barriers, lessons learned and successes.
- Coordinate bi-weekly team meetings as appropriate.
- Coordinate service delivery back-up during staff illness/absence
- Work collaboratively with other E&B supervisors and provide backup for each other as needed.
- Keep Manager informed of major programs and services delivery issues that need to be addressed.
- Support Manager in implementing changes to bridging programs and services delivery and implementation of new strategies, programs, and procedures.
- Manage time-off requests on our HRIS as appropriate.
- Assist the Manager in implementing new strategies, service delivery changes, programs and procedures
- Organize team meetings, training sessions, and check-in conversations; monitor attendance and participation
- Sign timesheets and expenses up to approval limits
- Participate in hiring of new staff and organize and deliver new-hire orientation, mentoring and support.
- Collect and analyze data on program success rates, client satisfaction, and other metrics, adjusting as needed.
- Ensure all programs staff are informed about labour market information and new International Qualification Recognitions issues.

- Liaise with other team supervisors across ISANS to ensure ongoing collaboration to existing resources/supports/programs and provide consistent approaches.

General responsibilities:

- Provide information as required for internal/external reports, grants, and proposals
- Review and adhere to ISANS workplace policies and procedures, such as health and safety policies; safety is everyone's responsibility
- Record all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participate fully in regular staff meetings, team meetings, training and development and ISANS events
- Must be available to work evenings (supporting staff onsite during client session) and weekends when needed
- Ability to travel when needed
- Perform other duties as required.

The ideal candidate for this position will have the following:

Qualifications and Skills:

- Bachelor's Degree in Adult Education, Social Services, Psychology, Human Resources, Business Administration, and/or master's degree in any related fields.
- Strong knowledge and understanding of the foreign credential recognition and the barriers facing immigrant in regulated occupations.
- 2 years or more experience supervising others or in a similar position.
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred.
- Mentoring, coaching, developing, and managing the performance of results-oriented teams
- Experience developing, implementing and evaluating programs or projects
- Experience delivering presentations face to face and/or online
- Writing high quality proposals and reports for funders
- Experience in group facilitation.

Experience

An equivalent combination of education and experience may be accepted.

Knowledge and Skills

- Knowledge of regulatory bodies, professional associations, other bridging programs in NS or Canada to serve immigrants in regulated occupations.
- Knowledge of local labor market trends, employer needs, and available employment and social services for immigrants in the communities.
- Ability to establish rapport and effectively communicate with team members, clients, and external stakeholders.
- Strong written and verbal English communication skills.
- Ability to work independently and as part of a team.
- Strong time management and organization skills.
- Strong networking and relationship building skills
- Excellent technological ability in MS suite as well as other computer programs and databases; data input, queries, generating and developing reports, spreadsheets, presentation documents.
- 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:

- Fixed-term contract
- Full-time 35 hours per week
- This is an in-person role within a flexible work environment. Work location and schedule will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Friday January 9, 2026– 4 p.m.

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.**