

the LEAD Sheet

A LABOUR MARKET NEWSLETTER FOR GREATER VICTORIA EMPLOYMENT SERVICE CENTRES

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JOINING FORCES TO TACKLE UNEMPLOYMENT

By Kate Wiley

While employers in Greater Victoria consistently complain of a shortage of skilled workers, certain segments of the population (youth, Aboriginals, recent immigrants and seniors, to name a few) are having a hard time landing a job. So what skills are needed? A new project in the region set out to answer that question.

“The purpose of this project was to better understand what is happening in the local labour market so employers, educators, job

developers, policy makers, and others can work together,” says Marika Albert of the Community Social Planning Council of Greater Victoria, which carried out the research for the project from June 2014 to April of this year.

The preliminary results of the Capital Region Labour Market Partnership Project, funded by the BC Government Labour Market Partnerships Program, are available [online](#). The following chart* indicates the five occupations in the CRD predicting the greatest growth over the next decade:

Skill Level	Description	Projected Expansion CRD (# new jobs)
A	Professional Occupations in Nursing	1,096
B	Paraprofessional occupations in legal, social, community and education services	999
C	General office workers	809
C	Assisting occupations in support of health services	769
C	Retail salespersons	652

*Source: Capital Region Labour Market Partnership Project

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NOW WORKING

By Kate Wiley

It has been 15 years since Cheryl Witteveen found her calling as a child educator. Her exuberance makes her a favourite with kids. But until now, she's been providing child care as an ECEA, an Early Childhood Educator Assistant. Despite the official-sounding title, Cheryl would be sent home if there weren't enough kids at the centre to justify having an assistant on hand. She was ready for more responsibility.

Upgrading her certification meant going back to school, an intimidating prospect for Cheryl. "I've been told my whole life that I was stupid, that I wouldn't amount to anything," she says. "When I went through school the first time, I did the minimum just to get by." With a little encouragement from Jo Zlotnik of WorkLink Employment Society, Cheryl

“Sometimes it seems insurmountable, the sadness and depression, but if you can put it aside and do the work, it'll happen for you.”

— Cheryl Witteveen,
Early Childhood Educator

vowed to give it her best shot and began researching online certification courses. She discarded three or four before settling on the Pacific Rim Early Childhood Training Centre, one of several certificate programs recognized by the province — an important criteria.

Cheryl enrolled in one of the institute's distance education courses,



Cheryl Witteveen found her path to the profession of her choice when she turned her back on the negative self talk.

allowing her to study in her pyjamas (a major bonus). The casual approach worked, and low and behold, she scored an A on her first exam! "I still can't believe it, probably going to walk away with an A," she says with a grin. The certificate requires several practicums, two of which Cheryl completed at Jolly Giant Daycare. She felt like part of the Jolly Giant team almost immediately and happily filled a recent vacancy. As soon as she finished the certificate program, the centre hired her on as an Early Childhood Educator.

Cheryl attributes her scholastic and professional success to a can-do attitude. "Sometimes it seems insurmountable, the sadness and depression, but if you can put it aside and do the work, it'll happen for you," she advises others in her shoes. "Just apply yourself." Even at WorkLink, Cheryl ticked all the boxes. Workshops, research, whatever the task at hand - she was willing to do what was required to get to that next step in her career. In her case, the dividends paid off.

Got a story to share? Email kwiley@worklink.bc.ca. Your success can inspire the success of others.

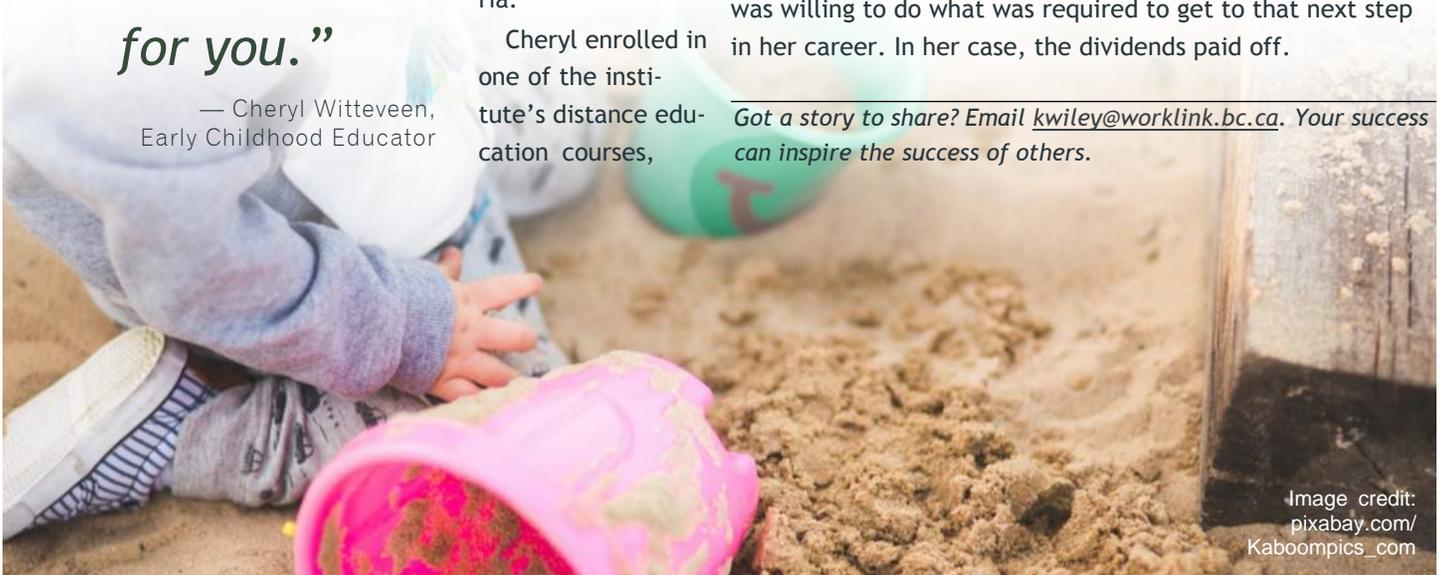


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By Tony Abbis

A GUIDED TOUR OF POPULAR JOB BOARDS (PART I)

The rise of online job boards has brought about a major change in the way that people find out about job openings. In the recent past, job openings were advertised in the local newspaper or tacked onto cork boards in a job search centre or EI office. Back then, a missed edition of a newspaper or an inability to travel downtown might have resulted in lost opportunity. An entire career could hinge on whether your newspaper carrier remembered to deliver your local paper. It was an inherently inefficient system.

In the digital age, there are thousands of job boards that can be viewed and searched at the convenience of the job seeker. One can peruse job boards that focus on one company or thousands. We can look at job openings for the company around the corner from us or half-way around the world. There are niche job boards that focus on one occupation or sector. In fact, there are so many job boards that it can pose

a problem to a job seeker who wants to make sure they don't miss opportunities. One can only dedicate so many hours of the day to this activity. It can prove as inefficient an undertaking as rifling through the Times Colonist.

A job hunter who is staring at a screen full of recent job postings can be compared to a miner who is standing at the entrance of a gold mine rich in veins. It might seem that job boards represent abundance, but it's not until we scratch the surface a bit do we realize that many of the postings are fool's gold. Some popular boards are full of job opportunities from anonymous employers. Some of these jobs are real and some are not. Other job boards leave postings up long after the job has been filled, or entice you to post your resume so it can be "searched" by employers. What happens to your resume after it is posted on such a site? How secure is your data? The answers to those questions remain unclear.

Because online boards represent so much opportunity but also come with some baggage, I will use the next few columns to give readers a guided tour of the most popular ones. I'll give some advice on which job boards are worth your time and which ones can be safely ignored as you mine job postings on the way to your next job. I'll also provide you with my advice as to how much time I think you should spend every day looking at job boards. That unit of time is probably much less than you might guess.

For an archive of this column and for links and resources see: worklink.bc.ca/TechTips

Q: Can my resume exceed one page?

A: Yes and for many candidates it should, especially if you are trying to convey a depth of experience. These two pages are in addition to a cover letter.

Considering the purpose of a resume is to get an interview, you want to first include information that indicates you have the skills to do the job. Then you want to add in a bit about your personality. And finally, to have a top tier resume, you need to indicate why you are a strong candidate for the position.

Proving you are a strong candidate is usually accomplished by adding in some performance or accomplishment information. When you give the

employer a resume that is an answer to their wish list it will stand out!



And bear in mind that a full two pages looks much better aesthetically than one page and a third – like everything else in the job search appearance and first impressions matter.

– Gregg Berg and Leo Holdstock
Facilitators, GT Hiring Solutions of
Greater Victoria

SOCIAL & HEALTH JOBS

Our Place Society is hiring a part-time **Grant Reporting Coordinator** with a related university degree or diploma or a combination of applicable professional experience. Experience working within a non-profit organization would be considered an asset. Details at ca.indeed.com. Closes July 24.

Saanich Parks and Recreation Department has an opening for a **Youth Leader I, Teen Centre**. Up to 5 auxiliary positions are available with an anticipated start date of Sept. 8. Requirements include completion of Grade 10, and three months experience in working with children in a

recreational setting. Find out more at saanich.ca > Doing Business > Careers. Closes July 24.

Saint Elizabeth Health Care is currently accepting applications for casual **Housekeeper/Companion** positions. Qualifications include experience caring for the disabled, the elderly and adults with health related and/or social challenges. Requires a flexible schedule. Must have a driver's license and access to a vehicle. Find the complete job listing at workbc.ca.

Saint Elizabeth Health Care has several casual **Live-in Community**

Health Worker II positions available. An increase in service hours presents an opportunity for individuals who live in Victoria/Sidney. Must possess an agency recognized Resident Care Attendant/Home Support Training Certificate and a BC Care Aide registration, plus a driver's license and access to a vehicle. Find out more at workbc.ca.

We Care Health Services has an opening for a **Community Health Worker**. Certification from a recognized Care Aide program is required. The organization also has a position available for Homemaker. More information at wecare.ca > Careers.

MANUFACTURING & FACILITIES JOBS

Tervita is looking for a **Facility Technician** at its Victoria facility. This position would require the candidate to be willing to do shiftwork. Must have a mechanical background and a valid class 5 driver's license. Find out more at www.tervita.com/careers.

Slegg Building Materials has two openings for full- and part-time **Yard and Warehouse Labourers** in Saanichton. A broad knowledge of building supplies is required and a valid Class 5 driver's licence is an asset. Find out more at workbc.ca. Expires July 31.

Sleeman Breweries in Victoria is looking for a part-time **General Warehouse** to fill a 2-month contract. Requirements include minimum of 1 year warehousing experience including the use of electric pallet jacks. More information at sleemanbreweries.ca/career.

MEC in Victoria is adding to its Nightstock Staff. Must be self-motivated and able to lift 23 kg (approximately 333 Clif bars). Availability to work shifts between from 4pm to

3am required. Apply online at mec.ca > Working Here. Closes July 23.

The Butchart Gardens is looking for a **Painter** with a valid Red Seal Painter & Decorator Trade Certification and at least 10 years' experience as a Journeyman. Details at butchartgardens.com/employment.

NAPA Auto Parts seeks a **Driver** in Victoria with excellent customer service and communication skills. One year previous delivery experience an asset; automotive after-market and parts background and/or knowledge preferred. Apply online at workopolis.com.

Lekker Food Distributors requires a full-time **Delivery Person** holding a Class 5 license; air brakes required. Find the complete job posting at workbc.ca. Expires July 31.

UPS is looking for **Warehouse Personnel** (Early AM Pre-loader) to work at its Saanich Package Centre. More information at workbc.ca. Expires Aug. 31.

TRADES JOBS

Flynn has openings for three **Roofing Service Journeyman/Apprentices**. Experience in commercial, industrial or institutional building envelope construction required. Apply online at flynnhr.ca.

The Salvation Army is hiring a casual **Cook**. Must possess Red Seal certification or be in apprenticeship Red Seal training with appropriate experience. Will also consider 3-year diplomas in culinary training from registered technical institutions. The charity also has an opening for a casual **Kitchen Helper**. One-year minimum kitchen/restaurant helper experience is required. Find out more at salvationarmy.ca > About Us > Employment Opportunities. Closes July 23.



[flickr.com](https://www.flickr.com/photos/14811111@N00/14811111)

Unique Restoration requires **Carpenters** for restoration/rain-screen jobs in the Victoria area. Call 778-677-5719. Find the listing at jobfind.findem.ca. No close date provided.

Graham Kia Victoria has an opening for a full-time **Automotive Apprentice Technician**. Qualifications include a high school diploma, valid driver's license with clean drivers abstract, and a minimum of one year experience in automotive repair shop environment. Details at workbc.ca. Expires Aug. 31.

R&B Trucking seeks a part-time, local **Class 1 Driver**. Must be available to work variable shifts and start times. Clean abstract and LTL Freight Industry Experience required. Find the complete job listing at ca.indeed.com.

Emterra Group is searching for **Drivers** to join its Victoria team. Requires Class 1 or 3 licence; or Class 5 with air brake endorsement. Experience in the recycling industry or local cartage is an asset. Apply online at careers.emterra.ca.

Sun River Estates has an opening for a **General Labourer** to join its pipe crew in Sooke. Find the listing on the Job Board at worklink.bc.ca. Closes July 31.

TECHNOLOGY JOBS

University of Victoria Student Radio Society seeks an experienced **Website Design & Database Manager** to fill a full-time, contract position. Undergraduate, graduate degree or diploma in Computer Science and/or Graphic Design required. Per grant funding requirements, the applicant must be Between 15 and 30 years of age (inclusive) at the time of placement. Go to workbc.ca for details. Deadline to apply is July 23.

Go2mobi in Victoria is looking for a **Junior Developer, Web Developer, Data Scientist and Senior Software Engineer**. Qualifications vary. Visit go2mobi.com/careers for details.

Shaw Cablesystems is hiring a **Supervisor, Network Services**. Degree/diploma in a technical related field complemented by 5 to 10 years related work experience. An equivalent combination of education, training and experience will also be considered. Occasional overnight travel is necessary. Learn more at shaw.ca/corporate/careers.

CGI Victoria seeks a **Senior Java Developer, Lead** with a minimum of 5 years of experience, including 1+ year's team leadership skills in planning, estimation, oversight of software delivery and mentoring of team members. PL/SQL Oracle experience required. More information at cgi.com > Career Search.

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“Occupations in Nursing” is a diverse field so it’s difficult to pinpoint specific skill sets, but the prediction is for job growth in highly skilled health care occupations. The skill sets are specific to the field and require training and certification. Marika recommends the job seeker research available positions and their requirements on [Canadajobs.com](#).

In addition to pursuing certification, Marika also recommends taking leadership courses. “The term leadership is often misleading. What these courses do is help people gain soft skills in problem solving, critical thinking, and management,” she explains. Employers participating in the Partnership Project expressed a desire for these skills, along with technical aptitude.

Much of the labour market demand is due to vacancies created by retiring boomers, according to the BC Labour Market Outlook. Meanwhile, young people are frequently entering the workforce with a lack of industry-specific training – something educational institutions like Camosun are trying to address. The college offers over 25 different programs related to health care careers, all of varying lengths and credentials. Communications Strategist Michelle Tinis says most of

the programs are full each year, with several programs maintaining wait lists.

Camosun, the largest provider of trades training on Vancouver Island and the second largest in BC, has nearly completed a new 80,000 square-foot Centre for Trades Education and Innovation at the college’s

“We need a more holistic approach to address our labour market concerns.”

— Barb McLean,
Acting Community Coordinator
WorkLink Employment Society

Interurban campus. It will house a marine and metal trades training program that includes welding, sheet metal, metal fabrication, nautical and ship building and repair programs. The mechanical trades program will train students in heavy-duty commercial truck transport mechanics and automotive service technician.

The current Jack White Trades Building will be repurposed as a Sustainable Construction and Renewable Energy Trades Centre to house electrical, plumbing and pipe trades, and future renewable energy programs. There will also be a building dedicated to research and innovation services for industry, as well as space for carpentry and joinery trades.

“Not only will it allow Camosun to expand into new program areas like renewable energy and ship building, but it will provide our trades students the unique opportunity to learn from related disciplines like business and technology, and take part in practical, hands-on experiences through our emerging partnerships with industry,” said former Camosun President Kathryn Laurin.

The Point Hope Shipyard will stand to benefit from the widening labour pool. The Vic West ship-building facility is currently operating at peak capacity and turning business away. Once construction on the Johnson Street Bridge is complete, Point Hope is scheduled to begin a modernization project that will include a 30,000-square-foot metal fabrication plant. The upgrade will allow it to operate more efficiently and add jobs – potentially employing five times as many workers as are currently employed.

More Camosun graduates certified in construction should be welcome news to that industry as well. According to the Labour Market Partnership Project, both construction and manufacturing expressed a lack of industry-specific training and a willingness by educational institutions to provide it. Some attribute the disconnect between educational institutions and employers to a fragmented labour market. WorkBC Employment Services Centres have a variety of initiatives to link job seekers (including grads) with employers, yet more than half of employers surveyed by the Partnership Project aren’t aware of those services or choose not to use them.

While the onus is on job seekers to upgrade their skills, employers can do more to help their employees succeed. “Employers need to look at what kind of quality in-house training they can provide, or at least subsidize, so their employees have more access to skills development opportunities,” says Marika. “These will benefit not only the employee, but also the organization as a whole.”

Barb McLean, one of many who contributed to the Labour Market Partnership Project, says it’s imperative that all players come to the table: “We need a more holistic and integrative approach to address our labour market concerns. This model would have employers, public schools at all levels, private training facilities, community-based employment agencies (i.e. WorkBC offices) all work together to ensure there are sustainable jobs for everyone.”

Would you like to contribute to the Labour Market Partnership Project? Follow this [link](#), review the presentation, and provide feedback using the survey link.

Kate Wiley is editor of the Lead Sheet. Contact her at kwiley@worklink.bc.ca.

PROFESSIONAL & ADMINISTRATIVE JOBS

The Victoria Film Festival has available a full-time **Marketing and Graphic Design** position with some operational duties. The ideal candidate will have at least 3 years' experience and education in the marketing field, plus some graphic design. Find the complete listing at workbc.ca. Expires Sept. 1.

KPMG Victoria has an opening for a **Tax Manager**, Enterprise. Minimum 2-3 years specializing in Tax in a public accounting firm or law firm, plus professional Accounting Designation (CA, CMA or CGA) or LLP. Find out more at kpmg.com/ca > Careers.

Fujitsu Consulting requires a **Project Manager** for a project based in Victoria. Qualifications include a post-secondary degree and 8 years of Project Management experience, including managing projects over \$2 million. Find out more at fujitsu.com > Home > About Fujitsu > Fujitsu Canada > Careers.

City of Victoria is looking for two certified **Human Resource Professionals** to join the team in the role of Human Resources Advisor. Qualifications of the position include: Diploma in Business Administration specializing in human resources management; a minimum of two years' human resources experience in a unionized environment. Details at civicjobs.ca. Deadline to apply is July 23.

The Ministry of Advanced Education is hiring a full-time **Administrative Assistant**. Qualifications include a secondary school graduation or equivalent, plus one year of clerical / administrative support experience working in an office setting. Find out more at www2.gov.bc.ca. Closes July 22.

The District of Saanich is looking for a seasoned **HR Professional** to fill the position of Human Resources Specialist,



pixabay.com

Wellness and Benefits. Must possess a university degree in a related field or certification in Disability Management and/or equivalent combination of education and experience. Find out more at saanich.ca > Doing Business > Careers. Closes Aug. 13.

Sooke Home Hardware seeks a full-time **Office Administrator**. This position will start out as a Cashier, with office duties. Find out more on the Job Board at worklink.bc.ca. Closes July 24.

Royal Roads University has an opening for a **Program Associate**, School of Communication and Culture. Three to five years administrative experience is required; a certificate in Office Administration would be an asset. Event planning and program coordination skills are equally important. Details at humanresources.royalroads.ca/careers. Closes July 23.

Agropur is hiring a **HACCP Coordinator** in Victoria. Bachelor's degree or College diploma in Engineering or Science in a food-related field or equivalent combination education and experience required. Go to carriere.agropur.com to apply.

QUOTE OF THE DAY:

Striving for success without hard work is like trying to harvest where you haven't planted.

— David Bly



HOSPITALITY & CUSTOMER SERVICE JOBS

Foot Locker at Mayfair Shopping Centre is seeking candidates to fill an **Assistant Manager** position. Excellent customer service skills are required. Must be available to work a flexible schedule including evenings and weekends. Go to sneakerjobs.com.

Brentwood College is hiring a **Store Manager** to oversee the daily operations of the Brentwood School store. Secondary school diploma is required; post-secondary education in business administration, marketing or communications considered an asset. Candidate will have a minimum of 3 years work experience in a retail environment. Details at brentwood.bc.ca > Employment (bottom of the page). Apply by July 24.

The Fairmont Empress is looking to hire a **Catering Sales Manager** with a minimum of 2 year's relevant experience. Previous sales experience is an asset. Must be able to work independently and multi-task. More information at fairmontcareers.com. Closes July 24.

Loblaw requires a **Replenishment Department Manager** in Langford. Previous retail management experience required, relevant department experience is an asset. Must be able to work evenings, Saturday, Sunday and holidays. Details on the Job Board at worklink.bc.ca. Closes Aug. 8.

Oughtred Coffee & Tea seeks a **Service Technician** with technical experience, a clean driver's abstract, and customer service experience. Go to oughtred.com/2015/07/07/were-hiring.php for more information.

Canada Post has an opening for a temporary, on-call **Letter Carrier (Delivery Agent)** in Victoria. Candidate

must possess a valid permanent provincial driver's license and a clean abstract for the past 3 years. Experience in customer service is an asset. Visit canadapost.ca > Careers. Closes July 27.

Planet Organic Market on Quadra St. seeks a part-time **Deli Associate**. Candidate must possess prepared foods and/or bakery and/or deli production skills. Food Safe certification preferred but not necessary. Find out more at careers.nmfg.com.

Sooke Home Hardware is looking for full- and part-time **Cashier and Sales Staff**. Must be able to work weekends. Find out more on the Job Board at worklink.bc.ca. Closes July 24.

Designer Shoe Warehouse Canada seeks part-time **Sales Associates**. Excellent customer service skills required, as well as genuine product knowledge and dedication to stay informed on fashion trends. Find the complete listing on the Job Board at worklink.bc.ca. Closes Aug. 20.

Sears Victoria is hiring a **Sales Manager, Full Line**. Qualifications include at least 6 months of experience working as an In-store Sales Associate and knowledge of Point of Sales (POS) terminals. Apply online at sears.ca/content/corporate-info/careers.

BCAA is hiring a part-time (20+ hours) **Member Service Representative** in Victoria. Candidate must have at least two years' experience in customer service, preferably in insurance or hospitality and a high school diploma. World Host certification preferred. Go to bcaa.com/company/careers for more information.

The LEAD Sheet is brought to you in partnership by:



Feedback? Send your comments to kwiley@worklink.bc.ca.



Camosun College Carpentry Foundation Program Information Session

Camosun College will be offering a dedicated Aboriginal Carpentry program for Aboriginal people interested in the Carpentry trade and who meet the eligibility and prerequisite requirements.

When	<ul style="list-style-type: none"> ◆ Friday, August 7, 2015 ◆ 1:30 pm
Where	◆ GT Hiring - #102 – 415 Gorge Road East, Victoria
What	◆ Information on the full-time Aboriginal Carpentry Foundation Program scheduled from October, 2015 to April, 2016 (exact dates TBA)
Eligibility	<p>Aboriginal People who meet the funding eligibility:</p> <ul style="list-style-type: none"> ◆ have a strong desire to enter the trades workforce, and are ◆ unemployed but not <u>eligible</u> for Employment Insurance within the past 3 years or haven't received maternity/parental EI benefits in the past 5 years, or ◆ employed but low-skilled or under-employed
Prerequisites	<ul style="list-style-type: none"> ◆ 'C' in English 11 [<i>not Communication English11</i>] or Camosun's English 058 and ◆ 'C' in Math 11 or Camosun's Math 038
Contact	<p>Camosun College, Trades & Technology, Aboriginal Trades Training Coordinators</p> <p>Susan Wilson 250-370-4779 or 250-507-4796 or wilsons@camosun.ca</p> <p>OR</p> <p>Larry Underwood 250-370-4778 or 250-507-2158 or underwoodl@camosun.ca</p>