

HOT TIPS



Labour Market

careercentre.org | 250.248.3205

May 1, 2018

Events

► Match Eatery & Public House Job Fair

Wednesday, May 2nd, 2018, 1:00 pm to 3:30 pm, The Job Shop, 103 – 555 4th Street, Courtenay Bring your resume and be ready for an on the spot interview! First come, first interviewed. Four staff Managers of Matches Eatery & Public House will be on hand to conduct interviews. Match Eatery and Public House has over 40 positions to fill for the new restaurant at Chances Casino in Courtenay.

The many roles to fill include:

- 1st Cook
- 2nd Cook
- Bar Manager
- Dishwasher
- Busser / Porter
- Server
- Service Manager
- Hostess
- Bartender

Call for more information: 250-334-3119.

Crothall Healthcare Mini Job Fair

Friday, May 4th, 2018, 10:00 am to 2:00 pm

Location: Comox Valley Hospital, 101 Lerwick Rd, Courtenay, BC.

Crothall Health Care, a Division of Compass Group Canada is hiring Housekeeping Associates. Bring your resume to The Job Shop / Work BC and be ready for an interview with one of Crothall's Managers.

- Salary: \$15.00 per hour to start and \$16.25 after completing probationary hours
- 100% employer paid medical & dental benefits (subject to qualification)
- Shifts Premiums available for late afternoon & graveyard shifts
- Uniform & Shoe allowance

Candidates must be available to work Weekdays & weekends (3 pm – 11 pm or 11 pm -7 am)





Position Overview:

Canada's leading Food and Support Services Company is currently hiring for Housekeeping Associates to perform all aspects of janitorial work in Courtenay & Campbell River, BC. The Housekeeping Associate will be responsible for key cleaning duties throughout the hospital such as disinfecting, damp dusting, dry and wet mopping, floor maintenance and finishing, cleaning of washrooms, walls, vents, patient rooms including beds, furniture and soiled linen, regular and biomedical waste collection. This position requires a positive, 'Can Do' attitude and the ability to work in a fast paced, physically demanding, and patient centric, customer service oriented environment.

Oualifications:

- Previous housekeeping experience, preferably in healthcare, hotel or commercial cleaning strongly preferred
- Strong time management and organizational skills to be able to manage heavy work load
- Physical ability to perform all aspects of the job, including requirements to lift up to 20 pounds
- Ability to work both independently and in team setting as required
- Good command of English language, both verbal and written; ability to follow written and verbal instructions

Note: A satisfactory Criminal Record Check for the purposes of working with vulnerable adults and children is a condition of employment. Proof of immunizations and Tuberculosis Screening test results will be required from successful candidates.

For full job description visit was at www.compass-canada.com

► Vancouver Island University (VIU) Upcoming Training

VIU is offering free training that is specifically selected to help unemployed, (Non-El Eligible), or, Employed, Underemployed; or, Employed, Low Skilled individuals requiring skills-upgrading to gain or improve employment. Following are

- Building Service Worker Nanaimo, Vancouver Island University, May 28 June 22, 2018
- Building Service Worker Cowichan, August 20 September 14, 2018 (date is approximate) dates/location will be confirmed in the near future
- Security Worker Training Enhanced, Cowichan, Vancouver Island University, June 4 29, 2018 More information at https://pdt.viu.ca/employment-skills-and-support

Island Health Information Session April 12th – Health Sector Career Opportunities

Speaker: Rod O'Connell, Strategist, Talent Acquisition & Retention

- Estimated that 1 in 10 people in Canada work in health care
- On Vancouver Island the number of people working in health care and social assistance fields equals 55,200.
- Healthcare is female dominated. In education and healthcare industries 77% of the workforce is female.
- Male dominated industries are disappearing, leaving a pool of men with largely non-transferrable skills unemployed.
- In Canada nearly 200,000 jobs were created in health care and social services in the past 4 years.
- Healthcare spending will rise by 3.5% to 19.56 billion in the 2018/19 budget. In BC, 42% of tax dollars get spent on Health Care.

The Perfect Storm – Our Challenge:

- Aging/growing population
- Public expectation and the system's capacity to meet increasing demand
- An aging workforce (27% over 55+)
- Revised entry to practice standards (more education/information to learn today prior to being certified)
- Increased competition for a finite labour pool public & private sectors (care homes, massage, etc.) national and international
- Work ethic of Gen X, Y, and Millennials (many youth only want to work part time so they can travel and have work/life balance)
- Cost of Housing and accommodation on Vancouver Island (VI)
- Limited budgets

Why work for Island Health?

- So VI can meet future workforce needs
- Opportunities to learn and grow are available within the organization
- Offers career laddering (grow and move up into different roles)
- Provide opportunities provincially, nationally and internationally (Canadians can work anywhere in the world, we are well trained and sought after)
- Are well respected in the community
- Excellent job security
- Great salaries (liveable wages)
- Inflation went up 42%, from 1997 2016 but in healthcare we have strong bargaining unions, and as such they are moving ahead of inflation

There are 900 different jobs at IH, some common positions and their associated wages are as follows:

- Food Service Worker (all you need is FoodSafe certification) \$18.21/hr
- Housekeepers (grade 12 education) \$19.32/hr
- Community Mental Health Workers, (6 month college training program) \$23.06/hr for Clerical Work
- Medical Devices Reprocessing Tech, (4.5 month training program at VIU, all grads currently get hired) \$23.43/hr
- Health Care Assistant, (6 month program, act as hands on caregivers to patients, primary care givers in communities, change beds, get people dressed, etc. basically a Care Aide) \$24.24/ hr
- LPN, (2 years of training) \$27.33 29.67/hr
- Respiratory Therapist \$28.40 35.44/hr
- Physio/Occupational Therapist \$32.60 40.66/hr
- Registered Nurse \$33.56 44.06/hr (Benefits add an additional 36% on to your base salary)
- Information Management/Information Technology \$29.99 \$40.75/hr
- Pharmacist \$41.68 \$52.00/hr

Current employee statistics:

- 46% of IH workers are full time, 26% part time and 28% are Casual
- Average length of service 9.5 years
- Staff over 65 years of age -711
- Nurses are 35% of IH workforce
- Paramedical professionals 3010
- Health care assistants, close to 4000

- 92% of staff work for one of the 4 unions
- Average age of employees is now lower than 45.1 years old, as newer, younger hires, are replacing retiring baby boomers.

IH Benefits:

- Medical coverage
- Extended Health Benefits
- Dental Coverage
- Life Insurance
- Paid Sick Time
- Excellent Vacation Time
- Long Term Disability
- Employee Referral Program
- Annual Employee Scholarship Program if you are going to school you will get money
- Employee Preferred Purchase, call phone packages, mortgage rates

There are many more 'behind the scenes' jobs such as support services, which include those who look after hospital equipment, patient files, computers, internal libraries, book patient services, change lightbulbs, deliver supplies, laundry, security, unplug toilets, as well as Protection Services Dispatch (security) who get 50,000 calls per year.

Rod recommends considering volunteering for IH (currently has over 6000 volunteers), as you learn so much about the organization and you may get great references. There is a lot of competition for jobs even though they are always hiring. They want the person most qualified for the job.

Steps to Apply for jobs on the Island Health Website

- Go to http://www.viha.ca/
- Go to Careers (left hand column) Note: near the bottom of this page you will see a hyperlink to a list of contractors who offer cleaning and food related type positions. You may want to explore job opportunities with these contractors. FYI as a contracted employee you do not have access to IH internal job postings.
- Go to Public Job Postings
- Go to Create Account

Step 1 – Profile Creation/Profile Changes

Cutting and pasting your resume in the box will now maintain about 99% of your formatting, there will be a box for resume, and a box for cover letters. You no longer need to attach your cover letter or resume to your profile, in fact Rod recommends you don't save them as an attachment.

Step 2 – Optional Attachments

This is where you attach any of your certificates. Try to submit proof that you have the qualifications you indicted, such as a medical terminology certificate, a typing test speed certificate, driver's licence, and relevant references. You can have up to 8 attachments on file. Consider including your references as a separate attachment if your resume is more than 2 pages long. Have a list of 3-4 references, IH can only make a job offer if they have 2 positive references.

Step 3 - Diversity Information

Hiring managers do not see this information, only Rod sees this answer. If you select that you are Aboriginal you can access an aboriginal support coach, and they will contact you to see if they can assist you in your application.

Step 4 – Preview

This is your opportunity to review your information prior to submitting. Click finish at the bottom of the page to complete submission.

Two times not to include references on file:

- 1. When you are still working and you don't want your employer to know you are looking for another job, wait until you have a job offer.
- 2. If you think your current employer or a supervisor may say something negative about you. Give your side of the story during an interview, warn IH what they may hear and why, be open, honest and transparent.

Do a Job Search

The new website goes live at 5:00 pm on April 23rd, 2018. No account information will be carried over from previously created accounts. IH will now have no applicants for positions, (previously had over 100,000 profiles saved on their site), this is a great time for people to create a profile and they can apply for jobs right away (after the 24th). You can be the first in line.

- 1. Keyword search (looking for a job that has a specific word in it) don't use this one, if you don't use the same terminology as IH you wont get any results, as you need to do it exactly the same to generate responses. Only use if you are certain as to the title of position.
- 2. Location you can multi-select different communities, this is now more user friendly, a good one to use, unless you are willing to move anywhere
- 3. Category if you search in one category and the hiring manager has posted it in another category you will not find the job posting. Island Health is working with Hiring Managers (HM) to improve this in the future (getting HM to put all jobs postings in the same category).

If you click on 'Job Search Agent' (the blue button on job search screen), you will get emailed every time a job that matches your search criteria gets posted. You can then click on a link in your email and go right to the job posting.

At 3:00 pm on the closing date the posting will disappear from the site. You must submit your application prior to 3:00 p.m.

When you click on 'submit job posting' the hiring manager will get a snapshot of your resume/cover letter, if you change something after submission they will not see the change. Every manager can see all of your attachments, but a manager can only see your resume and/or cover letter if you apply to a job in their department. If you withdraw your application for a job you cannot reapply.

Pay attention to the 'Additional Comments' section of the job posting for special instructions written in by the hiring manager.

IH is required to hire based on the qualifications set in the job posting. If you do not meet one of the qualifications don't bother applying as you won't get an interview. If there is an equivalency clause in the job posting make it clear that you have that equivalency, i.e. a combination of training and experience. Leave high school information off of your resume because if you have a college or university component they will know you graduated high school, then you won't age yourself with your high school graduation date.

Competition in the labour force is tough right now. A quality cover letter and resume is the most effective tool in getting an interview.

Critical Steps to Getting Your Resume Read

1 Use a Chronological Template, (only use a Functional Resume template if you have had multiple

- jobs over a short period of time, if you have been in the same job for a long period of time as the Chronological resume will be really short in this case, or if you are moving to a completely different labour sector).
- 2 Your first section on your resume should not be an 'Objective', it's considered a waste of space as they know your objective is to get the job. Instead call the first section either Career Profile, Summary, Highlights, or Summary of Qualifications, then have 5 7 bullet points communicating the qualifications you have which meet those outlined in the job posting, such as typing speed, education, etc.
- Most people cut and paste their qualifications from an unrelated job into their IH application, don't put tasks you did, don't write that you answered phones, and emptied garbage's. Put down how you used you strengths, knowledge, resources, or authority to improve a situation, or to benefit your clients and employer. This will set your resume apart!

IH Managers are looking for employees who have:

- Availability
- Reliability
- Capability
- Ability to handle stress
- Strong work ethic
- Good interpersonal skills
- Conflict resolution skills

People are generally hired in Casual positions first. Then you will get access to internal positions and have a better chance of getting hired for a more permanent position.

Business Buzz

▶ The second phase of a major residential development in upper Lantzville is underway. Storm Mountain Developments-Lone Tree Properties is accepting pre-sale inquiries for the second phase of their Foothills development....Once completed, the 744-hectare Foothills development project will result in 730 homes and a mixed-use village in upper Lantzville. Construction on the project's infrastructure has already begun, however, construction on residential properties has yet to begin. http://bit.ly/2qS93Y9

General LMI

► Workers who earn an alternate minimum wage — including liquor servers, piece-rate farm workers, resident caretakers and live-in camp leaders — will soon see a pay raise.

Based on recommendations from the Fair Wages Commission, the Government of British Columbia is eliminating the liquor server wage by 2021, and gradually increasing the wages for specific groups of workers who do not earn the general hourly rate. Liquor servers, resident caretakers and live-in camp leaders will all see wage increases, as of June 1, 2018, while farm workers paid by piece rate will see an increase, as of Jan. 1, 2019.

Wages for the five worker groups currently subject to alternate minimum wage rates will change as follows:

- Liquor servers incremental increases on June 1 each year, beginning June 2018, until the general minimum wage is reached, of at least \$15.20 per hour, in 2021.
- Piece-rate farm workers 11.5% increase to all piece rates on Jan. 1, 2019, with further study to take place.

- Resident caretakers 11.5% increase June 2018, followed by increases of 9.5%, 5.4% and 4.1% in 2019, 2020 and 2021, respectively (wages vary depending on building size).
- Live-in camp leaders same per cent increases as resident caretakers, until they reach \$121.65/per day, in 2021.
- Live-in home-support workers abolishment of the alternate minimum wage for this group, as it covers very few or no workers. The general minimum wage will apply to any workers remaining in this category.

The Fair Wages Commission second report with recommendations can be found here: https://news.gov.bc.ca/files/FWC_Second_Report_March_2018_FINAL.pdf

Last year, a National Marine Manufacturers Association (NMMA) Canada study found that recreational boating injected \$1.3 billion into B.C.'s economy in 2016 on revenues of \$2.2 billion, and employed nearly 17,000 British Columbians — with boat dealers and service stores, marinas, and boat manufacturers among the biggest contributors within the core industry.

"Recreational boating causes revenue to flow into other sectors, such as tourism. In 2016, B.C. residents and visitors spent almost \$1.8 billion on goods and services," says Don Prittie, President of Boating BC—the voice of recreational boating in the province with 315 member companies....But the massive growth of the recreational boating industry has led to a shortage of skilled marine mechanics; and with no end of growth in sight, dealers, marinas, and boatyards are increasingly in need of trained mechanical technicians.

Unfortunately, when the new Marine Mechanical Technician Apprenticeship Program (MMT) was launched at BCIT in 2014 to replace the obsolete Inboard/Outboard Foundation-Apprenticeship program operated by Vancouver Island University (VIU) and BCIT, and the Foundation program was dissolved soon after....Boating BC, BCIT, and VIU are trying to rectify a number of administrative issues pertaining to the need for a Foundation. Namely, they are encouraging the formal distinction between the needs of the recreational boating industry with those of the industrial marine sector; and they are working directly with the Industry Training Authority (ITA) to make a case for a Foundation program to be developed and offered at VIU on the Island and at BCIT in the Lower Mainland. - From the April 2018 BC Business Magazine https://bit.ly/2Hs3LwD

Local Job Leads and Postings

Parksville and Area

- ►Intermediate CAD Technician Jorgensen-Design Ltd Parksville http://bit.ly/2vCBNc6
- Customer Service Representative Budget Car & Truck Rental Parksville https://indeedhi.re/2vFwM2q
- ► Retail Sales Ocean Pool and Spa Parksville https://indeedhi.re/2HWYiuX
- Super Star Server's Smoke 'N Water Restaurant Nanoose Bay https://indeedhi.re/2HnSrSi
- ► Grocery Clerk Qualicum Foods Qualicum Beach https://indeedhi.re/2KcS235
- Server Trails End Restaurant Errington https://indeedhi.re/2qXTTzH
- Adult Outreach Support Worker Bonaventure Support Services Parksville https://indeedhi.re/2JmszTj
- Animal Attendant The British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA) Parksville https://indeedhi.re/2gXKvfg
- Service Station Attendant Mid Island Co-op Parksville https://indeedhi.re/2Hsg9Nd
- Delivery Driver Domino's Pizza Parksville https://indeedhi.re/2HHYkJx
- Personal Trainer Brass Performance Parksville https://indeedhi.re/2vHz6Gj
- ▶ Personal Banking Associate BMO Harris Bank Qualicum Beach http://bit.ly/2JmixSc

- Labourer Wellington Foundry Parksville http://bit.ly/2HNaZuG
- Deli Clerk Quality Foods Parksville http://bit.ly/2Jr9lMn
- ► Cashier Quality Foods Parksville http://bit.ly/2FfTjCH
- Part time Bookkeeper Parksville http://bit.ly/2Ket8Qh
- Administrative Assistant Inclusion Parksville Society and Access Oceanside Association Parksville https://indeedhi.re/2r0eOCm
- Customer Service Representative BMO Financial Group Parksville https://indeedhi.re/2qXbfxy
- ► Yard Clerk/Delivery Driver Iritex Pumps & Irrigation Inc. Parksville https://indeedhi.re/2Kd3qvC
- Experienced Painter Aebig Painting Ltd Lantzsville http://bit.ly/2HgQioQ
- ►PM Sous Chef Parksville http://bit.ly/2HyMIVI
- ► Morning Cleaner Black Goose Inn, Parksville http://bit.ly/2HrABhc
- ► Food Runner/Busser Black Goose Inn, Parksville http://bit.ly/2FjZVzO
- ►ECE Teacher Bright Star Montessori Preschool and Daycare Parksville Elementary School http://bit.ly/2Kk24PU
- ► Welder/ Fabricator Macon Industries Parksville http://bit.ly/2vRUFnG

Nanaimo

- ► Western Forest Products http://bit.ly/2DFYbzZ
- ►BC Public Service Job Opportunities

https://bcpublicservice.hua.hrsmart.com/hr/ats/JobSearch/search

- Lube Technician Great Canadian Oil Exchange Nanaimo http://bit.ly/2HpN8lu
- Painters Tillywah Painting Nanaimo http://bit.ly/2Hr2MZM
- ► Sales Associate (Hiking) Atmosphere Country Club Centre Nanaimo, BC http://bit.ly/2K71Mf7
- ► Handyman or Handy-women for Home Construction in Nanaimo Sun Porch Homes Ltd. Nanaimo http://bit.ly/2Fc6wfR
- Assistant Store Leader PetSmart Canada Nanaimo http://bit.ly/2FaV3qt
- Class 1 Drivers in the Nanaimo Region DCT Chambers Nanaimo http://bit.ly/2E9ViZg
- Administrative Assistant Hollis Wealth Nanaimo http://bit.ly/2HnLBME
- ►ECE Jolly Giant Child Care Nanaimo http://bit.ly/2qXr8mS
- Senior Shift Supervisor- Costco Nanaimo http://bit.ly/2FgLnkl
- Client Care Representative Technical Safety BC Nanaimo https://indeedhi.re/2HnO21K
- Office Assistant (part-time) Big Venture Sales Nanaimo https://indeedhi.re/2r1Y51F
- Administrative & Development Assistant Nanaimo Foundation Nanaimo https://indeedhi.re/2JmpS49
- ►Installation Assistant Island Basement Systems Inc. Nanaimo area https://indeedhi.re/2HscDi3
- Client Service Assistant Island Breeze Nanaimo https://indeedhi.re/2HsKuXU
- Customer Service and Warehouse Representative Enex Fuels Ltd Nanaimo

https://indeedhi.re/2qTt1BM

- Assistant Manager, Student Residence Vancouver Island University Nanaimo https://indeedhi.re/2qVNrcA
- Correctional Officer B.C. Corrections BC https://indeedhi.re/2FeavGa
- ► Utilities Technician Trainee Regional and community Utilities Water Services Nanaimo http://bit.ly/2qZ0kTj
- Oceanside Health & Wellness Network Coordinator RDN Nanaimo http://bit.ly/2Jjd8LJ
- Major Case File Specialist (Competition 18-49) The City of Nanaimo http://bit.ly/2vMp4DW
- ► Class one driver wanted Low Tide Trucking Nanaimo http://bit.ly/2FhJgNg
- Full-time Certified Dental Assistant Brooks Landing Dental Nanaimo http://bit.ly/2vR6DOy
- Concrete Lead Hand Nanaimo http://bit.ly/2Fgz9bM
- Full time Painter Nanaimo http://bit.ly/2FqEHmC

- Accounting Clerk/Data Entry Alair Homes Nanaimo https://indeedhi.re/2JmwKyz
- Admin Assistant- CBI Health Centre- Nanaimo https://indeedhi.re/2HY1Mx8
- ▶ Post Office Clerk Shoppers Drug Mart / Pharmaprix Nanaimo https://indeedhi.re/2vKssPv
- Autobody Prep. Nanaimo http://bit.ly/2HvDQjD
- ▶ Journeyman Service Technician Brandt Tractor Nanaimo http://bit.ly/2r1N15n
- ► Warehouse/Countertop Shop Nanaimo http://bit.ly/2HtFsyx
- ►Full Time Gas Meter Reader Olameter Nanaimo https://indeedhi.re/2KejFIK

Port Alberni and Other Areas

- Executive Assistant Community Futures Port Alberni http://bit.ly/2qPq44f
- Social Worker The Nuu-chah-nulth Tribal Council (NTC) Port Alberni http://bit.ly/2HrniJl
- Streets and Construction Superintendent City of Port Alberni https://www.civicinfo.bc.ca/careers?jobid=42519
- ► Hiring Electricians: Apprentices & Journeymen Norcan Electrical Systems Inc. Port Alberni http://bit.ly/2Hpflz7
- ▶ 4 positions for Supervisor/ Trail Crew Job Number #17876 HFN Management LP Port Alberni, Tofino, Ucluelet, Bamfield https://avemployment.ca/
- ▶ Divemaster Boat Captain\Fish Guide Pelican charters ltd Port Alberni https://indeedhi.re/2HpgKz9
- ► Bylaw Enforcement Officer (Temporary) The District of Tofino http://bit.ly/2JjQToM
- ► Yarder Operator A.G.G. Logging Ltd Port Alberni http://bit.ly/2KgEpjm
- Parts Counter Person Berks Intertruck Ltd. Port Alberni https://indeedhi.re/2FhCU0h
- Nurse Navigator Job Number #17904 Nuu-chah-nulth Tribal Council Port Alberni https://avemployment.ca/
- Labourer Job Number #17902 Hetherington Industries Ltd. Port Alberni https://avemployment.ca/
- Customer Service Representative-1800008255 BMO Port Alberni http://bit.ly/2HVra98
- Commercial Transport / Heavy-Duty Mechanic Berks Intertruck Ltd. Port Alberni https://indeedhi.re/2r0tNfE
- ► Electrician Job Number #17901 School District 70 Port Alberni https://avemployment.ca/
- Dental Assistant Job Number #17895 Alberni Valley Dental Centre − Port Alberni https://avemployment.ca/
- Lumber Yard Supervisior Beavercreek HomeCenter Port Alberni https://indeedhi.re/2HNH5GP

Camp Jobs

- ► Off Hwy Logging Truck Driver HMT Mackenzie http://bit.ly/2gK7ZV8
- Modular Camp Installers and Labourers True North Oilfield Ltd. http://bit.ly/2g3e3b2
- Class 1 Drivers and Lease Operators Prestige Hauling Ltd Western Canada http://bit.ly/2tld7ns
- Finish Grader Operator Boarder Paving Ltd. Hinton, AB http://bit.ly/2KdviQf
- ▶ Plant Loader Operator Boarder Paving Ltd. Hinton, AB http://bit.ly/2FeZTZU
- ► Labourers Boarder Paving Ltd. Hinton, AB http://bit.lv/2Gytwv6
- Sub Highway Log Truck Driver Pitka Logging Ltd North of Fort St James into Canfor Plateau http://bit.ly/2JY002H
- ▶ Pipefitter helpers Lamb Oilfield Services Ltd., Grande Prairie http://bit.ly/2Kqfdt7
- ► Logging Truck Driver Armoured Mackenzie http://bit.ly/2vQBGd1

Job Search Tips

Are You Ready for Your Job Interview? http://bit.ly/2JxT0p5