Career Counsellors

An employment guide for newcomers to British Columbia

skilled immigrant infocentre
Career Counsellors (NOC 4156)

Career counsellors may also be called:
- employment counsellor
- career development consultant
- career coach
- occupational counsellor
- relocation counsellor
- vocational counsellor
- outplacement counsellor

1. What Would I Do?

Career counsellors offer assistance, advice and information on all aspects of employment search and career planning. They can also provide advice and information to employers regarding human resource and employment issues. Your duties can include:

- interview clients to get employment history, educational background and career goals
- give and interpret tests designed to determine the interests, aptitudes and abilities of clients
- identify barriers to work and help clients with matters such as job readiness skills, job search strategies, writing resumés and preparing for job interviews
- assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services
Career Counsellors
An employment guide for newcomers to British Columbia

- provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
- collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- provide consulting services to community groups and agencies, and to organizations that offer community-based career planning resources

More information:
- WorkBC Career Profile for Employment Counsellors -
  http://www.workbc.ca/Job-Seekers/Career-Profiles/4156

2. Am I Suited For This Job?

Career counsellors should:
- have an interest in human behaviour and development
- have good communication skills; be able to listen and ask questions effectively
- be knowledgeable about careers and the labour market
- be patient and understanding

Career counsellors usually work in an indoor office setting.

Sources:
- WorkBC Career Profile for Employment Counsellors:
  http://www.workbc.ca/Job-Seekers/Career-Profiles/4156
- Career Cruising (profiles for ‘career counsellor’ and ‘career coach’)
  http://www.vpl.ca/digital-library/career-cruising
  Available from the VPL Digital Library | Explore our Digital Library page

3. What Are The Wages And Benefits?

In British Columbia, the average annual **median** salary for career counsellors is $51,097. In BC’s regions, career counsellors can expect to make:
Career counsellors’ earnings vary considerably depending on where they work. Experience, education, and geographic location also affect earnings. Full-time counsellors usually receive benefits such as paid vacation, paid sick days, and dental coverage. Self-employed counsellors must provide their own benefits.

Sources:
- WorkBC Career Profile for Employment Counsellors
  http://www.workbc.ca/Job-Seekers/Career-Profiles/4156
- Career Cruising (profiles for ‘career counsellor’ and ‘career coach’)
  http://www.vpl.ca/digital-library/career-cruising
  Available from the VPL Digital Library | Explore our Digital Library page

4. What Is The Job Outlook In BC?

For the 2017-2019 projection period, employment opportunities will be fair for Career Counsellors in British Columbia. Compared with all other occupations, more job openings are expected as a result of workers retiring or leaving this occupation. The largest number of job openings is forecast for the Lower Mainland/Southwest BC - annual growth of 1%, followed by Vancouver Island/Coast – annual growth of 0.9% and Thompson Okanagan – annual growth of 1.1%
Employment Outlook

Employment Outlook
Career Counsellors NOC 4156

Forecasted average annual employment growth rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Growth Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2020</td>
<td>+1.1%</td>
</tr>
<tr>
<td>2020-2025</td>
<td>+1.0%</td>
</tr>
</tbody>
</table>

Job openings
10 year expected job openings: 1,030

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>+70</td>
</tr>
<tr>
<td>2020</td>
<td>+100</td>
</tr>
<tr>
<td>2025</td>
<td>+110</td>
</tr>
</tbody>
</table>

Composition of job openings

- Replacement of retiring workers: 74.5%
  770 openings
- New jobs due to economic growth: 25.2%
  260 openings

Sources:
- WorkBC Career Profile for Employment Counsellors
  https://www.workbc.ca/Job-Seekers/Career-Profiles/4156
- JobBank Canada http://www.jobbank.gc.ca/

5. How do I become a career counsellor

Employers will usually require the following education:
- a bachelor's degree or college diploma in employment counselling, career development or in a related field, such as human resources development, psychology, education or social services
6. How Do I Find A Job?

Where would I work?

Career counsellors work in a variety of settings including:

- schools, colleges and universities
- governments
- large companies
- employment agencies
- social service organizations

Finding Advertised Jobs

Jobs are advertised in a variety of sources including newspapers, magazines and online job sites.
Local Newspapers
You can look at the Vancouver Sun & The Province at Vancouver Public Library for free. Check the job postings daily, the careers section in the Vancouver Sun on Wednesdays and Saturdays and, in The Province on Sundays.

Job White Pages
Available in print at the Central Library or online at JOB Freeway.com
http://www.vpl.ca/digital-library/jobfreewaycom
Available from the VPL Digital Library | Explore our Digital Library page
NOTE: Access at VPL locations only

Online Job Postings
- Career Development Connections
  http://www.careerdevelopmentconnections.com/job-postings.html
- ContactPoint
  http://contactpoint.ca/jobs/
- Indeed.com
  http://ca.indeed.com/advanced_search
- WorkBC Job Postings
  http://www.workbc.ca/JobSeekers/SearchResults.aspx
- Job Bank
  http://www.jobbank.gc.ca/job_search.do
- BC Jobs.ca
  https://www.bcjobs.ca/
- BC JobConnect
  https://www.bcjobconnect.ca **must have permanent resident number**
  newcomers can post their skills, education and work experience to BC employers looking for workers
Finding “Hidden Jobs”

Many job vacancies are not advertised. The resources below will help you with finding jobs in this “hidden” job market.

Using Directories to Create a List of Potential Employers

You can use company directories to produce lists of employers who employ career counsellors in Vancouver or the Lower Mainland. Contact them directly to find out if they’re hiring.

- **HR [Human Resources] Vendors Guide**
  
  [http://www.hrreporter.com/hr-vendors-guide](http://www.hrreporter.com/hr-vendors-guide) [can search for all HR organizations in BC or try searching by category, e.g. ‘Assessments’ or ‘Organizational Effectiveness’]
  
  Also available in print at Central Library, Level 4, Career Centre, 658.30025 H87

- **Career Counsellors in BC Public Education Institutions**
  
  - BC School District contacts & websites:
    [http://www.bced.gov.bc.ca/schools/bcmap.htm](http://www.bced.gov.bc.ca/schools/bcmap.htm)
  
  - BC public post secondary institutions:
    [https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution](https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution)

- **Reference Canada**
  
  
  Click on “Start Search” beside Canadian Businesses, then select the “Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "Career & vocational counseling” OR “employment counselling” and click LOOKUP.
  
  Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.
  
  Available from the VPL Digital Library | Explore our Digital Library page

**NOTE:** You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to
login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).

**Networking, Volunteering and Temporary Agencies**

Many positions are filled by people who have been recommended by someone they know. Networking, working as a volunteer or registering with a temporary employment agency are good ways of helping you find jobs and meet people in your industry.

**Networking and the Hidden Job Market:**

*When looking for work, be sure to talk to friends, relatives and neighbours. They may know someone who is hiring! Working as a volunteer, attending events, and joining clubs and associations are good ways to gain “Canadian experience.” They are also good ways to meet people to learn about the local job market.*

**Volunteer opportunities**

- **Volunteer BC**
  
  [http://www.volunteerbc.bc.ca/](http://www.volunteerbc.bc.ca/)

- **GoVolunteer.ca**
  
  [http://govolunteer.ca/](http://govolunteer.ca/)

- **YWCA**
  
  Volunteer opportunities may be available in the YWCA’s Employment Programs / Services
  
  [http://www.ywcavan.org/programs/employment-programs-services](http://www.ywcavan.org/programs/employment-programs-services)
  
  [http://www.ywcavan.org/help/volunteer/volunteer-opportunities](http://www.ywcavan.org/help/volunteer/volunteer-opportunities)

- **S.U.C.C.E.S.S.**

  volunteer opportunities may be available in S.U.C.C.E.S.S. Employment Services (SES)
  
  [http://www.successbc.ca/eng/services/employment-services](http://www.successbc.ca/eng/services/employment-services)
  
  [https://app.betterimpact.com/PublicEnterprise/c2ee653d-cda4-44e8-892e-25e1f885f432](https://app.betterimpact.com/PublicEnterprise/c2ee653d-cda4-44e8-892e-25e1f885f432) (S.U.C.C.E.S.S. Volunteer Portal)
MOSAIC
volunteer opportunities may be available in MOSAIC Employment Services
https://www.mosaicbc.org/services/employment/
https://www.mosaicbc.org/about/volunteer/

ISS of BC (Immigrant Services Society)
volunteer opportunities may be available in the ISS of BC Find Work program
https://issbc.org/service-types/find-work
https://issbc.org/job-types/become-a-volunteer

Additional community organizations offering employment services may be located by using 211.ca:

BC211.ca “the Red Book”
http://redbookonline.bc211.ca/ -
[click on Immigrants & Refugees, then click on ‘Employment’]
covers all types of community organizations Fraser Valley, Metro Vancouver, Squamish-Lillooet and Sunshine Coast

For additional tips see:

Networking for Employment

Getting Canadian Work Experience

7. Applying for a Job

In Canada, employers usually expect to receive a resume and a cover letter that identifies the position you are applying for and summarizes your experience. Use the library catalogue, http://vpl.bibliocommons.com/ to find books on writing resumes and cover letters specific to your industry.

For more information see:
8. Where Can This Job Lead?

Some career counsellors may progress to supervisory positions, and eventually to ‘Director of Counselling’ or to work in Human Resources or Training & Development.


- CERIC – Advancing Career Development in Canada
  http://www.ceric.ca/
- Careering
  http://contactpoint.ca/careering/
  *Careering* is an online magazine that covers the latest career counselling and development practices and theories
- Canadian Journal of Career Development
  http://cjcdonline.ca/
- Canadian Council for Career Development
  http://cccda.org/cccda/
- Learn More About Working in BC and Canada
  Go to http://skilledimmigrants.vpl.ca
  [Search Learn More About Working in BC and Canada]

*Questions? Please ask the Information Staff at the Central Library or telephone 604-331-3603.*

*Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at http://skilledimmigrants.vpl.ca/*.