



EMPLOYER SERVICES HANDBOOK

Presented by
WorkBC Port Alberni

Contact & Content

WorkBC Centre - Port Alberni

4805-B Mar Street
Port Alberni, B.C. V9Y 8J5
Phone: (250) 724-4560
info-portalberni@workbc.ca

WorkBC Centre - Tofino

381 Main Street, Box 1050
Tofino, B.C. V0R 2Z0
Phone: (250) 725-8805
info-tofino@workbc.ca

WorkBC Centre - Ucluelet

101-1801 Bay Street, Box 38
Ucluelet, B.C. V0R 3A0
Phone: (250) 726-4243
info-ucluelet@workbc.ca



About Us	-----	Page 1
Why Hire A WorkBC Job-Seeker?	-----	Page 2
Wage Subsidy	-----	Page 6
Post A Job With Us	-----	Page 8
Available Spaces	-----	Page 12
B.C. Employer Training Grant	-----	Page 14
Get Youth Working!	-----	Page 15
Links & Resources	-----	Page 16

About Us

WorkBC Centre Port Alberni provides free assistance and support for job seekers and employers in the Alberni Valley, and through our two satellite centres in Ucluelet and Tofino.

Job seekers can access WorkBC Self-Serve Services or Employment Services, and employers are welcome to take advantage of available WorkBC Employer Services to help you find and keep the workforce you need.



Our approach is to not only help job-seekers find employment, but also to work alongside their employers to ensure they maintain their employment while contributing to the overall goals of the business. We provide many support services, a hospitable office environment, and a ready team of professionals to steer job-seekers and employers in the direction of success.



Why Hire A WorkBC Job-Seeker?

As career professionals, understanding the importance of finding the right fit when it comes to ensuring a strong employer-employee relationship is key. We apply this knowledge when working with our clients to define their strengths, abilities, and what industries they would be an asset to.



We use tools such as career assessments, skill-building workshops, and relationships with career counsellors to teach our clients how to be a valued employee. After all, these clients wouldn't be utilizing our centre if they didn't prioritize finding a suitable job where they can contribute to the company.

A key reason that job-seekers leave, or lose, their jobs is a lack of support and resources that could help them to become the type of all-star employee that business owners are looking for.

To address this, we offer a range of options to both sides of the equation, in an effort to foster efficiency and success for local businesses.

Hiring a WorkBC job-seeker means that the support for your new hire will not end the second they start working for your team. We want to ensure that both employer and employee succeed through ongoing access to our **Job Sustainment Services**.



Why Hire A WorkBC Job-Seeker...

Does your new hire require a certificate or training to function in their new position?

We can help with that.

Do they require support with work gear, equipment, transportation, or childcare to meet the requirements of their new position?

We can help with that too.

Or perhaps you, the employer, would benefit from third-party, one-on-one support for your new hire as they transition into their new role in your business.

We can help with encouragement, skill-building, accountability, and keeping your new hire on the right track in your work environment.

DID YOU KNOW?

We can help cover the cost of required certification training up to 35 hours in duration.

This includes many common certifications such as Food Safe, First Aid, WHIMIS, Occupational Safety and Forklift Training.





"How's your
new job going?"

A final facet of our job sustainment services is keeping in touch with our employed clients to see how they are enjoying their new place of work, and if there is anything we can do to assist them in maintaining long-term employment.

Check-ins are performed monthly to ensure continued connection with the client throughout their first year of employment.

Wage Subsidy

For WorkBC job-seekers, there are advantages to having a current or recent attachment to Canada's Employment Insurance (EI) Program.

Job-seekers with an EI attachment may qualify for our Wage Subsidy Employment Services program, which allows them to gain work experience and new skills while also offering a financial incentive to the employer who provides their training. Wage subsidies allow employers to gain a full time team member whom they can train to fit their company's needs, all while being reimbursed a portion (negotiated amount) of the new employee's wages. This program truly is a win-win for all involved, and is exclusively available through WorkBC Employment Services.



DID YOU KNOW?

Eligible employers may be reimbursed up to 50% of a wage subsidy candidate's wages for the duration of training.



WAGE SUBSIDY PROGRAM EMPLOYER ELIGIBILITY

To be eligible for a Wage Subsidy Work Experience Placement, an employer must:

- Be a registered business with the Canada Revenue Agency and provide the business's legal name and business number.
- Have been in business for at least one year, and be up to date with source deductions.
- Be registered and in good standing with WorkSafeBC coverage and comply with B.C. Labour Standards legislation.
- Have a position to fill that is part of ongoing business operations.
- Offer a full time position - minimum 35 hours per week.
- Offer the likelihood of long-term employment.
- Pay reasonable, competitive wages.
- Provide the employee with an orientation and training in new job skills.
- Confirm that the employee would not have been hired without the wage subsidy.



Important:

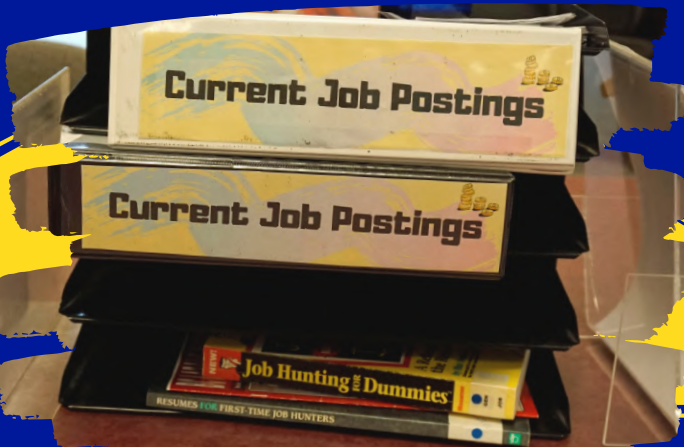
The Wage Subsidy Agreement must be in place prior to the employee starting work.

DID YOU KNOW?

In 2019 our website posted a total of 2,734 job openings, with a recorded total of 369,752 user visits to the online job board.

Post A Job With Us

One of our most common ways of staying connected with employers has always been through our job posting service. As hosts of the most frequented online job board in the Alberni Valley, we know getting your advertisements out there quickly and easily allows you to connect with our vast audience of job seekers as efficiently as possible.





You have the flexibility to create a job ad that works for you, without logins, personal accounts, or a service fee (that's right: It's FREE to post a job with us). Not to mention the benefit of having professional staff available in person, or via phone/email, to provide feedback and assistance with creating your job ad.

We will post your job vacancy on our website and add it to the binders and job boards in our Resource Centres for job-seekers to explore. We also inform our employment counsellors of new job postings so they can try to match WorkBC job seekers to well fitted employment opportunities.

[Contact Us To Post A Job](#)

Call: 250-724-4560

Email: info-portalberni@workbc.ca

As an additional service, we can also collect resumes on behalf of employers who request this service. In these cases, it will be specified in the job posting and we will hold the resumes until the employer collects them, sparing the employer the task of collecting resumes.

This also allows businesses to post their job anonymously, helping to minimize disruption of day-to-day operations while running a recruitment.

WANTING TO REACH AN EVEN BIGGER AUDIENCE?
Ask us about promoting your job posting on social media!



How has your business benefited from hiring a WorkBC client?

"We have an employee who is learning and gaining experience. Had she not come through WorkBC, we would have been hesitant to hire her, considering the high cost of training a pharmacy assistant. But this cost sharing takes some of the financial load off us, and helps the whole process."

-Bijan Mahmandi, Pharmacist,
Shoppers Drug Mart, Port Alberni

Available Spaces

Our WorkBC Centre also has additional services to offer employers with an established staff.



Our newly renovated office space includes a large classroom and private offices available for employer and agency use.

If you are looking for a place away from your own work environment to deliver training, hold a meeting, carry out interviews, provide information sessions, or host a hiring day, we just may be your perfect location.

These spaces come with access to public washrooms, a kitchenette, a digital projector, and room to accommodate either a few individuals or more than 20 guests. We would be happy to assist with arrangement, set-up, and advertising for your event should it be needed.

All spaces must be reserved in advance of the planned event.

For events directly related to recruitment or skills training of employees there will be no charge for room reservations.



B.C. Employer Training Grant

The B.C. Employer Training Grant (ETG) replaces the former Canada-B.C. Job Grant, and is funded through the Workforce Development Agreement. This program is designed to assist employers in providing skills training to help new or current employees develop skills and certification, upgrade skills affected by automation, and enhance productivity.

The goal of the ETG is to help both unemployed and working British Columbians access the skills training they need to adapt to the changing requirements of the labour market while encouraging employer involvement in training their employees.

The maximum an employer can receive per fiscal year (April 1st to March 31st) is \$300,000 in total funding.

Eligible Applicants:

- All private and non-profit employers operating in B.C.
- Self-employed (including contractors)
- Unions
- Indigenous governments

Get Youth Working!



The Get Youth Working! Program offers eligible employers in specified regions a \$2,800 Wage Subsidy as an incentive to hire youth aged 15 to 29.

The program is designed to provide youth participants with the skills required to succeed in the labour market through a combination of on-the-job training, work experience and formal skills development training.

Addressing B.C.'s current and future skills shortage challenges requires providing job opportunities and training to youth and maximizing their skills.

Eligible Applicants:

- In business for a minimum of one year
- Located in an eligible region and sector of B.C.
- In good standing with WorkSafe B.C.
- Youth must be a new hire (has not worked for employer previously)
- Must employ new hire for a minimum of 3 months
- Employers will not qualify if employee is hired prior to signing a Get Youth Working! Funding Agreement

Links & Resources

WorkBC Employer Resources:

www.workbc.ca/Employer-Resources.aspx

Get Youth Working! Program:

www.getyouthworking.ca

B.C. Employer Training Grant:

www.workbc.ca/Employer-Resources/BC-Employer-Training-Grant.aspx

Employment Standards of B.C.:

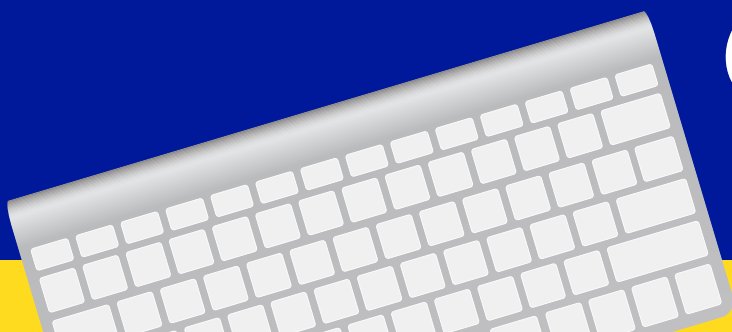
www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards


Community Workforce Response Grant

www.workbc.ca/Employment-Services/Community-Workforce-Response-Grant.aspx

Community and Employer Partnerships

www.workbc.ca/CEP





**If you have any questions on
how to get started with
WorkBC Employment Services...**

Call: 250-724-4560

Visit: 4805-B Mar St, Port Alberni, B.C.

Email: info-portalberni@workbc.ca

We look forward to **working with you.**





Canada 



BRITISH
COLUMBIA

This program is funded by the Government of Canada
and the Province of British Columbia.

