

# MÉTIS NATION OF ONTARIO JOB POSTING

## EMPLOYMENT COUNSELLOR

Internal/External job posting  
Indeterminate, Full-time position

Location: Thunder Bay  
Closes: June 12, 2019 - 4:30 pm  
Posting: 06129-EC-TBAY

**Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>**

*The Métis Nation of Ontario Education and Training Branch (MNOET) seeks a strong team player with excellent client service skills to provide a range of services as the Employment Counsellor in Thunder Bay. The full-time position is located at the Métis Nation of Ontario office in Thunder Bay, with some travel throughout the region. The successful candidate will be enrolled in Group Benefits and Registered Pension Plan after successfully completing 3 months of employment. This position reports to the Supervisor Education & Training.*

**In carrying out the following duties, it is expected that the *Employment Counsellor* will:**

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, and other legislative requirements.
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors on related projects
- Attend the Annual General Assembly

**The incumbent is responsible for the following items, as well as other duties as may be assigned by the Labour Market Supervisor:**

1. Ensure that Labour Market programs are delivered in accordance with the goals and objectives of MNO and MNO Education and Training programs
2. Identify client employment and training needs and attainable employment goals by: conducting needs assessments, employability assessments; and developing return to work action plan with clients
3. Case manage client files effectively, which involves ongoing monitoring of client attendance, performance and employment outcomes
4. Provide client counseling and job coaching to clients; follow-up with clients after he/she has met employment goals and offer additional supports and coaching, if required, to ensure long-term client success
5. Maintain a self-guided employment search area including jobs board, public access computer station
6. Collect information and remain current on the labour market
7. Assist with the planning, promotion and participate in community outreach activities i.e. job fairs, Open House sessions and community meetings
8. Assist in the development of partnerships with Aboriginal organizations, local labour market, education and training stakeholders
9. Update client database system in a timely manner in order to meet standardized deadlines
10. Monitor and report on skills training budget
11. Provide monthly, quarterly and yearly tracking and performance reports and complete fiscal year work plan activities
12. Upon successful completion of training the EC will coordinate with the Regional Labour Market Staff to assist clients with job searches and accessing other regional employment support services and opportunities available through MNO
13. Assist in the composing of resumes and cover letters
14. Assist in promoting and facilitating job search workshops and career development techniques (resume writing, cover letter writing, interview skills);
15. Keep up to date and provide information on financial supports, bursaries and scholarships for post-secondary students
16. Support the administration of The Métis Nation of Ontario Bursary Program
17. Liaise and establish a positive working relationship with a variety of community stakeholders, including but not limited to the Regional Advisory Committee (RAC), Metis Awards Committee



**Métis Nation of Ontario**  
Human Resources

Métis Nation  
of Ontario 

(MAC), Regional Counsellor, Metis Community, trainers, high schools, post-secondary institutions and Service Canada

18. Assist in the recruitment of RAC and MAC members and provide an orientation to RAC and MAC members
19. Participate in professional development, training and workshops etc as determined by Management
20. Assist and support development of Métis education framework, and Métis specific programming
21. Assist district school boards with implementation of First Nation, Métis and Inuit Policy Framework, which may include sitting on committees, assisting with training and information sessions
22. Fulfill all other responsibilities as determined by the MNO Labour Market Supervisor

**Mandatory Qualifications:**

- Post-Secondary education in social service or education-related field/2 years of related experience
- Experience working in a non-profit environment
- Well-developed administrative, organizational and communication skills, organized and detail oriented
- Solid experience in writing, public speaking, developing presentations, facilitation, networking, partnership building
- Must possess a valid driver's license, with appropriate insurance
- Successful completion and maintenance of a Police Security Check

**Additional Requirements:**

- Good understanding of general office procedures and standard equipment
- Finance knowledge (budgeting, forecasting, monitoring, reporting)
- Strong computer skills (Microsoft Office suite)
- Experienced networking and demonstrated initiative to build relationships and clientele
- Ability to work as part of a team or independently with minimal supervision
- Knowledge of, or willingness to learn, about MNO's mandate, structure, Métis community, history and culture, traditions, and Aboriginal Employment Programs and Services
- Availability to work beyond regular hours of operation when required
- Availability to travel, at times out of town, requiring overnight stays

**The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates (please identify).**