



"Working Together"

M *
Atikameksheng
Anishnawbek

A *
M Sagamok
Anishnawbek

A *
Serpent River
First Nation

W *
Mississauga
First Nation

E *
Thessalon
First Nation

W *
Garden River
First Nation

E *
Batchewana
First Nation

N *

**The
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Shore
Tribal
Council**

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Toll free: 1877 633-7558
www.mamaweswen.ca

Mamaweswen, The North Shore Tribal Council
EMPLOYMENT OPPORTUNITY

EMPLOYMENT COUNSELLOR / JOB DEVELOPER

Servicing Batchewana First Nation Niigaaniin Services Anishnawbek Ehnkijik Program

PURPOSE

Under the direction of the Anishnawbek Coordinator and the Director of Niigaaniin Services, the Employment Counselor / Job Developer will work to develop and monitor Employment Service Plans. They will conduct assessments of individuals' employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support successful Service Plan completion. The Employment Counselor / Job Developer will assist clients in achieving employment goals by providing individual employment counselling.

QUALIFICATIONS

Compulsory Requirements:

- University Degree in Social Sciences or Social Work and/or Diploma in Social Services or Career and Work Counselling and/or equivalent work experience;
- 2-5 years employment experience dealing with individuals and facilitating groups of diverse clients (harder to employ) facing multiple barriers to employment;
- Solid knowledge of the Canadian/Ontario labour market, Canadian/Ontario workplace practices, job search strategies and techniques;
- Familiar with return-to-work strategies, life skills, employment training and counselling;
- Superior oral and written communication skills, excellent time management skills with the ability to multi-task in a fast paced environment;
- Must be proficient in MS Office Applications; Word, Excel, Power Point, Outlook and internet.

Other Requirements:

- Familiar with community services networks and knowledge the Niigaaniin Program would be an asset;
- Ability to work in a performance based system with a proven track record of meeting targets and outcomes is essential;
- Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues and the communities;
- Knowledge of the local labour market is essential; knowledge of broader labour market conditions and how to obtain information is also necessary;
- All candidates must be able to work with a diverse population;
- Driver's license and access to a vehicle would be considered an asset;
- Knowledge and understanding of Anishinaabemowin, culture and traditions of Indigenous people of the north shore.

DUTIES AND RESPONSIBILITIES

Employment Counselling - 55.5%

- Interview clients to obtain employment history, educational background, career goals etc. using CAMs, URICA, GAIN-SS and Employment Readiness Scale (ERS) to assess their employment related needs;
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies;
- Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals;
- Counselling assistance to be provided in the areas of: Job Maintenance, Job Search, Job Placement, Career Decision Making, or other identified employment needs;
- Assist clients with resume and cover letter writing, interview preparation, etc;
- Support and monitor clients as they progress through their Employment Service Plans;
- Support clients in accessing programs such as literacy training, Second Career, Job Creation Partnership, or Self Employment Benefit (including rationale writing if required);
- Conduct exit interviews and collect client evaluations of program experience;
- Follow-up with clients at appropriate intervals to assess progress and record outcomes;
- Supports facilitation through delivery of Mino-Bimaadizidaa, seminars and workshops to clients, both in-house and as part of outreach strategies on an as needed fill-in basis; and
- Maintain file case notes and appropriate documentation about clients' progress.

Job Development - 30.5%

- Provide one on one counselling to assist clients in the achievement of their employment goals as identified through the Client Service Planning (ERS Action Plans) and Coordination process;
- Assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews through Resources and Information Job Search workshops Administer standardized assessments to determine client interests, aptitudes and abilities;
- Identify placement needs and refer clients to Job Development team for incentive and non-incentive work placement assistance (volunteer, job test and hire, full time or part time work experience and on-the-job training opportunities);
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information;
- Assist clients in determining employment support needs and releasing support funds to clients;
- Enter accurate client data into designated reporting computer systems and updates as required;
- Conduct outreach to clients and employers and the community to promote program services;
- Provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community-based career planning resources;
- Required to attend networking events in the evenings and represent Niigaaniin on community committees;
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer's special needs;

- May check with the candidate or the employer to assess quality and success of the referral, provide local labour market information - what companies and industries are in the area, what skills and experience local area employers prefer and require, what is the usual means of entry into those companies/industries, advice clients on how best to apply;
- Assist clients in the use of resources and technology for job search activities;
- Liaise with job development services, facilitation team, information and resource team, government departments and other social, employment and community agencies on mutual clients as needed to facilitate clients' progress; and
- Other duties as assigned.

Administration Duties- 10 %

- Inputs necessary information into automated system(s); organizes cases and case notes; maintains and updates records on client employment, training, and follow-up activities; takes required action(s) established by regulations and/or department policy; prepares reports on client and program activities;
- Drafts and monitors the client funding allocations;
- Participate in meetings that are assigned by your immediate supervisor;
- Ensure daily agenda, leave requests, calendars, attendance and month end reports are submitted within the required timeframe;
- Work plan is detailed and submitted within the required time frame;
- Ensures appropriate handling of priority items as required; and
- Performs other related duties as directed by the immediate supervisor or Director of Niigaaniin Services.

Application Deadline: No later than 12:00 p.m. on Thursday January 3, 2019

Send letter of application, resume, three (3) reference and CPIC (*within 6 six months*) to:

Sarah St. Georges, Human Resources and Assistant to the Director Niigaaniin Services

Mamaweswen, The North Shore Tribal Council

Online: <https://nstc.bamboohr.com/jobs/view.php?id=16>

A full job description is available upon request

Email: sarah@niigaanin.com

Only those who qualify for an interview will be contacted.

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