



SHOONIYAA WA-BIITONG

EMPLOYMENT OPPORTUNITY

FULL-TIME EMPLOYMENT ADVISOR

FORT FRANCES, ON

Shoonyaa Wa-Biitong requires a conscientious, career-minded Employment Advisor to become part of a team that provides programs and services to Treaty #3 First Nations and their members in their employment and training goals. The Employment Advisor will be responsible for providing individual clients with effective vocational and job seeking skills through an individualized, case management approach.

Duties:

- Complete comprehensive skills assessments and evaluate clients to provide guidance towards suitable employment opportunities.
- Conduct one-on-one interviews with clients and develop customized plans for success.
- Encourage the development of job seeking skills, effective work habits and professional attitudes through supervising and monitoring client job searching activities.
- Network and liaise with employers in the community to develop placement opportunities.
- Create a local Indigenous labour force that supports local industry needs.
- Facilitate employment-related workshops and provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community based career planning resources.
- Collection of client and employer data that builds a Treaty #3 skills inventory.
- Other duties involve accurate client record keeping and providing regular progress reports to meet funding requirements.

Qualifications:

- A post-secondary diploma in Human Services or a relevant field of study.
- Experience in education, professional training, or career counselling.
- Previous experience utilizing a case management model is desired.
- Knowledge of theory, principles and practices of career counseling and career development preferred.
- Familiarity with available community resources in the Treaty #3 Territory.
- Excellent verbal and written communication skills.
- A well-defined sense of diplomacy, including conflict resolution and people management skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to plan and organize work effectively and ensure its completion.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.
- Excellent facilitation, teamwork and team building skills.
- Strong morals and ethics, along with a commitment to privacy and confidentiality.
- Experience working in an Anishinaabe organization - ability to understand and speak Anishinaabemowin an asset.

The position will be situated in the Eastern Office of Shoonyaa Wa-Biitong at the Nanicost Complex.
Please submit your resume with a cover letter by **May 17, 2024 at 4:30 p.m.** to:

Hiring Committee – Shoonyaa Wa-Biitong
P.O. Box 2909, 580 Lakeview Drive
Kenora, ON P9N 3X8
Fax: 807-468-1813
E-Mail: eaadmin@shoonyaa.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.