



Ne-Chee Friendship Centre

requires a

F/T Employment Counsellor for our Apatisiwin Employment & Training Program

The Ne-Chee Friendship Centre requires a highly skilled individual with the demonstrated ability to work independently as well as part of a team. The Employment Counsellor is responsible to the policies and directions as determined by the Board of Directors of the Friendship Centre and under the direct supervision of the Executive Director.

RESPONSIBILITIES

- Provide resume and cover letter development
- Complete an intake and assessment process for all clients accessing programs and services
- Provide employment counselling and or case management services
- Development of action plans; employment insurance verifications, drafting of contractual agreements, maintaining of budget, client monitoring etc.
- Knowledge and experience in the area of employment and training initiatives
- Experience in conducting labour market assessments, and knowledge in labour laws
- Experience in developing capacity in relationship building to develop and foster labour market partnerships within the local catchment area
- Must have experience in facilitating workshops and presentations

QUALIFICATIONS:

- Post-secondary degree or diploma in Business, Career and Work Counselling, Human/or Social Services and/or relevant accredited training combined with related work experience; Career Coach Certificate is an asset
- Experience in program planning, development, implementation, data collection, and evaluation;
- Understand recruitment and retention methodologies
- Possess good written and oral communication skills
- Ability to develop, deliver and facilitate targeted employment related workshops to both clients and employers;
- Excellent computer skills (i.e. Microsoft Word, Internet, Excel, etc)
- Able to meet deadlines with minimal supervision
- Ability to work as a team player and be capable of coordinating activities with other Friendship Centre programs
- Knowledge of the Friendship Centre and the various programs provided to the community
- Must have knowledge of Indigenous culture
- Ability to speak and understand an Ojibwe, Cree and/or Oji-Cree is considered an asset
- Must be willing to travel occasionally to attend professional development
- Must possess current First Aid / CPR certification or be willing to be certified
- Possess a valid Ontario Driver's License

*** A Current Vulnerable Persons Check will be required upon offer of employment**

DEADLINE: Friday May 24, 2019 - 4:30 p.m.

Please submit your **resume** along with a **cover letter** & **three references** to: **Ne-Chee Friendship Centre**
P.O. Box 241, 326 2nd Street South, Kenora, ON P9N 3X3
Fax: (807) 468-5340 E-Mail: reception@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. **Applications that do not include cover letter, resume and references will not be considered.**