



EMPLOYMENT OPPORTUNITY CAREER & EMPLOYMENT COUNSELOR

Under the direction and supervision of the Executive Director, the **Career & Employment Counselor** will be responsible for supporting clientele who are unemployed, underemployed or employment threatened by identifying barrier, developing action plans and assisting clients to apply for employment, training and funding.

Duties:

- ✓ Conduct an assessment with client to determine eligibility and/or requirements
- ✓ Assist and/or give supports to the client(s) to overcome employment related barriers
- ✓ Conduct and determine type of service required for client – Level 1 or Level 2 (what program or training they want/require, short term vs long term)
- ✓ Create and maintain client file management
- ✓ To provide ongoing positive encouragement and support to clients as a follow-up while completing the case management process
- ✓ Greet and meet Clients in a respectful professional manner
- ✓ Refer clients to appropriate staff and/or another agency
- ✓ Will perform regular follow-up with clients seeking employment and identify their next steps
- ✓ Submit monthly activity reports to OETS Executive Director
- ✓ Advanced communication skills, both verbally and in writing, including strong observation and listening skills
- ✓ Ability to work effectively in a flexible, fast paced and growth-oriented environment, while maintaining a positive, solution-oriented approach
- ✓ Advanced coaching and mentoring skills
- ✓ Advanced communication and conflict management
- ✓ Advanced organizational skills, with proficiency in Microsoft Office
- ✓ Attend recommended training as per job position requirement
- ✓ Adhere to Oteenow Code of Ethics, Policies and Procedures, and all FOIP requirements. Strict adherence to confidentiality policies is expected at all times
- ✓ Must have a valid Driver's License and own transportation
- ✓ You will perform other job-related tasks as requested by OETS Executive Director.

Environmental Conditions:

Oteenow Employment & Training Society is a fast-paced office; the incumbent may find the environment to be busy, noisy, and will need excellent organizational skills, stress/time management skills to complete the required tasks, must be able to work under pressure and meet deadlines.

The Successful Candidate must have:

Education/Experience: Post-Secondary diploma or degree in Social Work or Human Services or an equivalent combination of related education, training with a minimum three (3) year experience in counseling.

Knowledge and Skills: Must have knowledge of Indigenous Skills Employment & Training Strategy (ISETS), extensive knowledge of local resources and agencies; must have the ability to motivate and inspire; effective communication skills, excellent organizational skills, stress management skills, time management skills, attention to detail and high level of accuracy and proficient in computer skills. Must maintain confidentiality, standards of conduct and demonstrate sound work ethics.

Interested:

Interested candidates must submit a **cover letter, resume, three (3) work related references** and a **criminal record check**, posted until a suitable candidate is found via email at hrrsupervisor@oteenow.com. No calls please. **Only those resumes with all required documents will be looked at and considered.**

****Note:** OETS cannot confirm the receipt of individual applications; OETS thanks all applicants for their interest; however only those applicants selected for an interview will be contacted.