



## 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 training and funding.

#### **Duties:**

- ✓ Greet Client in a respectful professional manner
- ✓ Conduct and determine type of service required – Level 1 or Level 2 (what program or training they want/require, short term vs long term)
- ✓ Determine the following requirements:  
Training institutions, training costs, schedules, and any concerns and requirements
- ✓ You will provide ongoing positive encouragement and support to clients while completing an assessment and case management process
- ✓ You will work with Database Client File Auditor to ensure file is complete for approval
- ✓ Create and maintain client file management
- ✓ Submit monthly activity reports to OETS Executive Director
- ✓ Attend recommended training as per job position requirement
- ✓ You will refer clients to appropriate staff or other agency if client is not ready, willing and able to work or unsure of career goal
- ✓ Will perform regular follow-up with clients seeking employment to identify their steps taken to find employment, and help overcome employment related barriers
- ✓ You will perform other job related tasks as directed
- ✓ Other duties 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 and 3-5 years training in counseling.

**Knowledge and Skills:** Must have knowledge of Aboriginal Skills Employment & Training Strategy (ASETS), 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, and three (3) work related references** and provide a **criminal record check** by **4:30pm, March 2, 2018** via email at [hrrsupervisor@oteenow.com](mailto:hrrsupervisor@oteenow.com). No calls please. Only those resumes **with all required documents** will be looked at and considered.

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**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.