



**Oteenow**

Employment & Training Society

## **EMPLOYMENT OPPORTUNITY CAREER & EMPLOYMENT COUNSELOR**

The **Career & Employment Counselor** will be responsible for supporting clientele who are unemployed, underemployed or employment threatened by assisting identifying barriers, developing action plans and assist clients to apply for employment, training and/or funding.

### **Duties:**

- ✓ Conduct an assessment with applicants to determine eligibility, training requirements, barriers and advise accordingly
- ✓ Assist and/or provide resources to the applicants and /or client(s) to overcome employment related barriers
- ✓ Conduct interview and determine type of service required for applicant – Level 1 or Level 2 (training that meets employment goals/requirements, potential barriers, short term vs long term)
- ✓ Client file coordination/management
- ✓ Maintain an open line of communication with applicants/clients
- ✓ Schedule and perform regular follow-up interactions during and up to 90 days after completion of training
- ✓ Maintain a respectful professional manner with staff and applicants/clients
- ✓ Refer clients to appropriate services and/or community organizations
- ✓ Submit monthly activity reports to OETS Operations Manager
- ✓ Interview techniques and advanced communication skills i.e., 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 conflict management
- ✓ Advanced organizational skills, with proficiency in Microsoft Office and experience with data management systems (preferred but not necessary 360 DMS)
- ✓ Ability to 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
- ✓ Other job-related tasks as requested by OETS Executive Director and/or Operations Manager

### **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 Human Services, Education, or an equivalent combination of related education (Career Development Counselor, Career Practitioner) training with a minimum three (3) year experience related to adult career counselling.

**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.



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**Interested:**

Interested candidates must submit a **cover letter, resume, and three (3) work related references** to [eom@oteenow.com](mailto:eom@oteenow.com). No calls please. ***Only those resumes with all required documents will be looked at and considered.***

Successful candidate will be required to submit a **criminal record check** upon hire.

Opportunity posted until a suitable candidate is found.

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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.