

HURONIA Area Aboriginal Management Board

1043R, 2nd Ave. East, Owen Sound, ON N4K 2H8

Tel: (519) 376-9400 Fax: (519) 376-0077

Email: ldmcoordinator@bellnet.ca



EMPLOYMENT POSTING/JOB DESCRIPTION

Position: Employment Counsellor/Intake Worker

Supervisor: LDM Coordinator Stella Pilessey

Place of Work: Owen Sound, Ontario

Salary: \$ 40,000 to 42,000 Range Annually

Term: Date of Hiring to March 31, 2020 with possibility of renewal

Role: Individual will work under the authority of the Huronia Area Aboriginal Management Board. Main responsibilities will be to interview and assess clients using various counselling and/or intervention methods; assisting clients in determining career goals and the means to attain them by developing action plans; determine and recommend financial assistance; maintain accurate case management files; other related duties.

Minimum Qualifications:

1. Post Secondary Degree or Diploma or an acceptable combination of training, education, and experience related to supporting others.
2. Experience in employment counselling knowledge of employment outcomes.
3. Experience in financial management.
4. Access to reliable transportation and must possess Driver's License.
5. Proven communication skills; written, verbal and electronic.
6. Facilitation skills for workshop delivery and design.
7. Knowledge of Indigenous Skills and Employment Training Programs and Services.
8. Must have Criminal Reference check.

Additional Skills:

1. **A genuine interest in and respect for people from all walks of life;**
2. **Patience, understanding and ability to listen non-judgementally;**
3. **Excellent oral and written communication skills and presentation skills, objectivity and tact;**
4. **The ability to motivate and inspire clients;**
5. **The ability to facilitate communication in groups of 6 to 20 people;**
6. **Good organizational and planning skills;**
7. **The ability to work effectively with other professionals and community agencies.**

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Essential Duties:

- Responding to inquiries from general public, government and the business community regarding employment and training programs and services.
- Interview and assess clients using various background and career goals.
- Assisting clients determine career goals and the means to attain them by developing action plans.
- Assist clients to develop job readiness skills and job search strategies and counsel clients on work, and career-related issues.
- Teach and assist clients to write/update resumes and prepare for job interviews.
- Collect labour market information for clients regarding job openings and entry and skill requirements.
- Implement Huronia programs and services with accuracy and efficiency.
- Using guidelines, prepare and submit training intervention budgets to the Coordinator for approval.
- Monitoring progress of clients: completion of follow-up surveys.
- Collecting relevant resources and references for the client resource centre.
- Maintain client file system.
- Developing, coordinating and facilitating workshops and other events for programs such as life-skills, career planning, job search strategies, etc.
- Participating and promotion of employment and training initiatives at relevant career fairs and events.
- Work with local community service organizations, both Indigenous and Non-Indigenous, Government agencies, schools and potential employers on behalf of clients.
- Prepare and submit monthly narrative and statistical reports.
- Maintain confidential information.
- Willingness to take training including: common assessment training, return to work action plan development; ARMS data entry (Accountability & Resource Management Systems).
- Be available for Saugeen and Chippewas of Nawash First Nations.
- Share workload with other staff, keep job board current.
- Maintain HAAMB website using on line management tools.
- Work to ensure Annual Operational Plan activities are met.
- Monitor and evaluate client job placements.
- Work as a team player with minimum supervision.

Please submit a letter of application, resume and 2 employment related references to the above address. Emailed applications can be sent to

ldmcoordinator@bellnet.ca

Posting Date: October 7, 2019

Deadline for application: Friday, **October 18, 2019 @ 4:30 pm**

(No Late Applications will be accepted)

Persons of Indigenous background are encouraged to apply.

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