



Ne-Chee Friendship Centre

requires a

F/T Employment Counsellor for our Indigenous 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 procedures as determined by the Board of Directors of the Friendship Centre and under the direct daily supervision of the Executive Director.

RESPONSIBILITIES

- Provide resume and cover letter development
- Complete an intake and assessment process for all clients looking for funding
- 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 in 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
- Ability to develop, deliver and facilitate targeted employment related workshops to both clients and employers;
- Knowledge of the Friendship Centre and the various programs provided to the community
- Ability to speak Ojibway, Cree or Oji-Cree is a definite asset
- Excellent communication skills, both verbal & written
- Excellent computer skills (i.e. Microsoft Word, Internet, Excel, etc)
- Valid driver's license & access to a reliable vehicle is required
- Current First Aid /CPR certification or able to be certified

SALARY: \$46,000 - \$48,000 Annually to start

Comprehensive benefit package including a pension plan

*** A Current Criminal Records Check will be required upon offer of employment**

DEADLINE: OPEN UNTIL FILLED

Preference will be given to Indigenous applicants. Please self-identify upon applying

Please submit your **resume** along with a **cover letter** to: Brianna Boucha-Human Resources Manager, **Ne-Chee Friendship Centre**: 326 2nd Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail: criminalcourtwork@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.