



COLD LAKE FIRST NATIONS

Employment Opportunity

Job Title: Employment Counselor

Department & Location: Employment & Training - Cold Lake First Nations

Reports To: Employment & Training Manager

Type of Position: Full Time, mid-level

Job Purpose:

The Employment Counselor will work with clients in all aspects of employment search and career planning as well as work with the Coordinator, other departments, employers, and educators in various capacities with the goals of long-term employment and self-sufficiency. The employment counselor will be primarily responsible for enhancing the employment and training goals of clientele while striving to meet results-based targets through supportive counseling.

Duties and Responsibilities:

Implement and maintain a thorough and complete process to give our clients the opportunity to attain and/or, if already employed maintain long term employment by the following:

- Assist clients in filling out all related forms/applications to ensure completion and correctness as required.
- Identify clients' barriers to employment attainment and retention with Client Intake and assist to overcome (i.e. job readiness skills, job search strategies, writing resumes and preparing for job interviews, managing successful employment, etc.) through Client Case Plan, guidance and resource provision;
- Assess need for assistance such as rehabilitation, health, financial aid, or further vocational training and refer clients to the appropriate services.
- Administer and interpret tests designed to determine interests, aptitudes, and abilities of clients.
- Work with the client to take advantage of the resources available to encourage him/her to achieve financial security such as employment training, programs, etc.
- Determining availability of local employment and the client's ability to accept such employment. This includes thorough assessment of clients' training and employment needs that would result in employment prospects.
- Provide advocacy, support and referrals as required to the clients regarding assistance available from other governmental agencies such as EI, etc.
- Reviewing files and interviewing recipients regularly to ensure that changes in circumstances are recorded and assistance adjusted accordingly.
- Provide advocacy to clients to assist them with being successfully employed long term.
- Determine eligibility for funding assistance through Cold Lake First Nations Client Policy Handbook/Training Support Policies based on funding eligibility, employment or training preparedness and readiness, confirmed supports in place, application review and client interviews.
- Regularly complete and submit monthly summaries of file review and referrals of requests to Department Head for statistical and reporting purposes.
- Prepare reports on a regular basis as requested for statistical and reporting purposes.
- Assist Department Head to establish needs of clients to prepare specific programming to assist clients with employability enhancement. Research and develop new or existing programs to suit needs of client and community.



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- Monitor effectiveness of program and look to increase efficiencies with a result of increased long-term employment for Client.
- Other duties as required.

Knowledge, Skills and Abilities Required:

- Diploma in Social Work or in a Human Services field with 2- 3 years of related employment experience.
- Previous administrative experience is considered an asset.
- Knowledgeable of Microsoft computer programs, social media, and their applications.
- Skilled in computerized narrative and statistical report preparation.
- Must possess excellent computer research skills.
- Exceptional organizational and time management skills.
- Must be a team player with strong interpersonal skills.
- Meticulous attention to detail and the ability to meet deadlines.
- Excellent verbal and written communication skills.
- Knowledge and ability to apply effective interview and counseling skills.
- Ability to assess client employment and training obstacles and work with Client to overcome.
- Experience in designing realistic individual career paths.
- Knowledge of labour market trends, employment listings, educational institutions, trades training programs and funding sources to support clients effectively.
- Must be reliable, dependable with an ability to mirror traits of successful and effective employment management.
- Must have a driver's license and access to vehicle.
- Knowledge and understanding of the aspirations of First Nations people for self-determination and an understanding of Northern Alberta's First Nations' political, government, governance, socio-economic, and community issues.

Working Conditions and/or Physical Requirements:

- Indoor Office Environment
- Repetitive Tasks - computer related activities, sitting, speaking with individuals
- Office Hours are Monday through Thursday 08:30AM-04:30PM and Fridays from 08:30AM-02:00PM. Overtime as required.

Salary, Applications, and Deadline:

Please ensure that you meet the qualifications of the position with either the educational or employment requirements in combination and/or equivalents. Please submit your resume and cover letter to hr@clfns.com by **April 20,2021**. We thank all candidates who apply and advise that only those selected for further consideration will be contacted.