

Job Posting

Career Opportunity: Cree Employment Officer

Department: Cree Human Resources Development
Salary Grade 3: (Min. \$39,009.00 – Max. \$58,514.00)

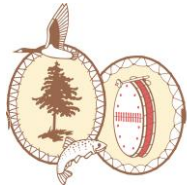
Location: Waswanipi
Status: Permanent

Core Functions:

The Cree Employment Officer provides employment counselling services to its community, in respect with all CHRD Policy to support Eeyou-Istchee's residents with their integration and retention to the Labour Market.

Functional Responsibilities:

- Assess client needs, obtain information and identify appropriate measures.
- Provide individualized employment counselling services using on the Client Service Delivery Model to assess their employability need and clarify their career goal.
- Facilitate client's integration to the Labour Market.
- Promote and collaborate with local and regional resources to help clients reach their career goal and employment objectives.
- Refer clients to employment or training opportunities.
- Explain benefits, programs and services to potential recipients. Stay up-to date on information related to federal and provincial services.
- Assist recipients and clients with the application process to apply to CHRD programs and services.
- Conduct, when requested, project monitoring and ensure compliance with CHRD policies and procedures, in the respective community.
- Promote local and regional employment opportunities via Local Medias.
- Co-Facilitate workshops on work search techniques such as resume writing and on employment counselling, in their respective community.
- Promote and facilitate employment opportunities in the community by developing and maintaining a referral network and providing information to local and regional partners (Cree School Board, Health Board, local employers, etc.).
- Participate to the development of Regional and local Career Fair and other promotional events.
- On an ongoing basis, Employment Counsellors must visit local schools, Band Council, Youth Council and other entities to promote awareness of CHRD's programs and services.
- Participate on local Committees related to employment and training.
- Keep individual client's files up to date. Collect all relevant information on client's professional and educational background.
- Daily input and maintain data on employment and training in the Cree Nation Government Information system (CNGIS)



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- Participate to the Labour Market Survey by collecting the information and keep the information updated in the database.

Qualifications:

Education

- College Diploma in Administration or related field.
- University Certificate in Career Development/Employment Counselling is an asset.

Experience

- One to three years of relevant work experience.

Language

- Written knowledge of English.
- Fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and Abilities

- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to multi-task.
- Strong judgment and proven ability to problem solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Working knowledge of computers and Microsoft Office products.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From October 16, 2018 to October 31, 2018

Application

Your application must be sent by email with the competition number: **CHRD-181006-1**

Valerie Mianscum
Recruitment Officer
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