



Career Opportunity: Employment Counsellor

- Set up information booths at local assemblies, promoting ASD programs and services and training opportunities.
- Visit, on an ongoing basis, local schools, Band Council, Youth Council and other entities to promote awareness of ASD's programs and services.
- Participate in local Committees related to employment and training.

Administrative Responsibilities

- Support clients and sponsors to complete the documentation to apply in a program.
- Keep individual client's files up to date. Collect all relevant information on client's professional and educational background.
- Input and maintain data on employment and training in the Cree Nation Government Information system, on a daily basis.
- Update Client Database Files with each intervention, to review and adjust the Client Action Plan, and ensure that the clients stay up to date.
- Communicate to clients a wide range of labour market information.
- Enter all services provided in the Client Database.
- Participate in the Labour Market Survey by collecting information and keeping the information updated in the database.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- University certificate in Career Development/Employment Counselling or related field.

Experience

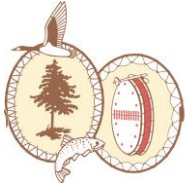
- One to three years of relevant experience.

Language

- Fluency in verbal Cree.
- Fluency in 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 coordinate multiple projects.
- 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.
- Proficiency in Microsoft Office products.



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Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel occasionally.

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 August 27, 2020 to September 11, 2020

Application

Your application must be sent by email with the competition number: **ASD-200803-1**

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