



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

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<b>Job Title:</b>	Employment Centre Counsellor (Temporary to June 30, 2018)
<b>Department:</b>	Employment & Training Centre
<b>Reports To:</b>	Coordinator
<b>Closing Date:</b>	March 14, 2018 @ Noon

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## SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking an Employment Counsellor for its Employment Centre. This full-time temporary position requires an individual with strong leadership and management skills, and an extensive knowledge of employment and training. The position also requires an understanding and commitment to working with unemployed individuals that face multiple barriers as a part of an integrated services team along with our ACDC Employment Counsellor, Bladerunners and Literacy teams. The Employment Counsellor will provide leadership to the Employment Centre in the delivery of employment assistance services, the maintenance and creation of training programs and initiatives and in the development of community engagement opportunities.

## QUALIFICATIONS

- Must be certified in one of the following Assessment Component of Employment Counselling, Career Development Practitioner and/or Career Facilitation OR possess a combination of relevant post-secondary education and a minimum of three (3) years of direct employment counselling experience under an Employment Assistance Service type of contract.
- Three (3) or more years of experience within a non-profit organization, especially with community-based, social services, and/or employment service providers.
- Strong knowledge of and experience with data collection tools related to employment and training, and the ability to maintain notes, files, action planning and counselling interventions.
- Ability to provide respectful, courteous and professional services based upon client centered approaches, paying particular attention to the client's barriers to employment and career enhancement.
- Experience in developing and delivering employment related workshops and group facilitation.
- Excellent organizational, communication and interpersonal skills.
- Strong Computer skills with Microsoft Word, Excel, Internet and Email.
- A thorough appreciation, awareness, working experience and sensitivity of Aboriginal history and culture, as well as a thorough understanding of the complexities of working with diverse populations.

## DUTIES

The range of duties is varied, but at a minimum will include:

## SCOPE OF POSITION

The Employment Centre Counsellor will:

- Provide Employment Counselling and Career Development services and supports;
- Work with unemployed individuals and employers to fulfill labour market needs and demands;
- Work in partnership with all the programs of the PGNFC that require employment readiness assistance;
- Develop and maintain solid working partnerships with community, employers, business industry and service providers;

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- Create and maintain a program of excellence through public service and community engagement; and
- Other duties such as program reporting and client referrals

**SPECIFIC DUTIES** (include the following; however other duties may be assigned as required)

- Provide Service Needs Determinations and Employment Counselling to unemployed individuals; and
- Conduct all Case Management activities for existing clients on your caseload, including the maintenance of the reporting database;
- Develop employment counseling files for each applicant, to include intake forms, return to work/training action plans, identified training and employment goals and follow ups;
- Develop and maintain a database of clients and their skills for the purposes of matching them with employers and training opportunities; a database of sector information; and a database of service providers, trainers and educational institutes and opportunities;
- Provide a diverse clientele on an individual and group basis with referrals for specific training and funding opportunities identified by Industry;
- Keep current of local, regional and provincial labor markets, trends, research and practice impacting the Employment Centre (EC);
- Network with community, employers, business, industry and service providers to develop and maintain meaningful partnerships to address workforce needs, demands, and opportunities;
- Prepare monthly, quarterly and annual activity and statistical reports under the direction of the Director of Employment & Training, following outlined procedures;
- Develop an annual work plan with timelines for annual submission to the Director of Employment & Training;
- Attend and participate in activities and events such as workplace forums, program presentations; information sessions and job fairs that are related to workforce related needs and demands as directed by the Director of Employment & Training;
- Participate in team meetings, professional development opportunities and network with community service providers;
- Other duties, as required.

**POSITION DETAILS**

- Full time temporary position.
- Criminal Record check is a requirement.
- This is a short –term contract position ending June 30, 2018.

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**To apply, send a cover letter, resume and three references to:**

**Prince George Native Friendship Centre  
1600 Third Avenue  
Prince George, BC V2L 3G6  
Fax#: 250- 563-0924  
E-mail: [employment@pgnfc.com](mailto:employment@pgnfc.com)**

***Applications will be accepted until Noon on March 14, 2018***

***No telephone inquiries please.***

***We thank all applicants; however only those selected for interviews will be contacted.***

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