



**Ne-Chee Friendship Centre  
requires a  
F/T Employment Counsellor for the Apatisiwin 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 directions 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 accessing programs and services
- 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 degree or diploma in Business, Career and Work Counselling, Human/or Social Services and/or relevant accredited training combined with at least two years of 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

**\*Comprehensive benefit package including a pension plan**

**\*\*Current Vulnerable Persons Check will be required upon offer of employment**

**\*\*\*References will be required if contacted for an interview**

**DEADLINE:      OPEN UNTIL FILLED**

Please submit your **resume** along with a **cover letter** & to: **Ne-Chee Friendship Centre:** P.O. Box 241, 326 2<sup>nd</sup> Street South, Kenora, ON P9N 3X3 Fax: (807) 468-5340 E-Mail: [reception@nechee.org](mailto:reception@nechee.org)

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