



EMPLOYMENT COUNSELLOR

The Employment Counsellor provides assistance and information to job seeker clients on all aspects of employment search and career planning. They also provide advice and information to potential employer clients regarding employment opportunities. The Employment Counsellor operates under the supervision of the Life Coach.

Duties and Responsibilities

- Interview clients to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews
- Assess need for assistance such as rehabilitation, financial aid or further training and refer clients to the appropriate services
- Create reports and applications for funding resources
- Provide established workers with information and strategies for maintaining a job or moving within an organization, dealing with job dissatisfaction, making mid-career changes and adjusting to workplace transitions
- Organize and participate in workshops, networking events, panel discussions and other group learning opportunities
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Provide consulting services to community groups and agencies, businesses, industry and other organizations involved in providing community-based career planning support or resources
- May administer and interpret tests designed to determine the interests, aptitudes and abilities of clients
- May provide advocacy and adjudication services related to employment and/or contractual agreements
- May arrange for, or conduct physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients' needs and to developing employment and rehabilitation plans.

Education/Experience:

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma)
- Related post-secondary diploma or certificate/training if candidate has work experience in the field
- Valid BC drivers license, reliable vehicle and clean drivers abstract required
- Clean criminal record check required

Knowledge, Skills, and Abilities

- Great interpersonal skills are required
- Great networking skills and keeping in touch with clients and potential employers
- Must have knowledge about opportunities, different areas of work and keep up to date in latest trends in the industry

Salary \$49,000 - \$53,000 per year

Job Type Full-time, Permanent

Schedule Monday to Friday

- Benefits**
- Dental care
 - Employee assistance program
 - Extended health care
 - Life insurance

OPEN UNTIL FILLED

Please submit application to: Human Resource Manager (hrmanager@tsawout.ca)
Tsawout First Nation
7728 Tetayut Road
Saanichton, BC V8M 2E4

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

We thank all interested applicants, however, only those short-listed will be contacted for an interview.