



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Employment & Training Counselor

<b>Job ID</b>	<b>56-B7-47-A3-4D-51</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=56-B7-47-A3-4D-51">https://careers.indigenous.link/viewjob?jobname=56-B7-47-A3-4D-51</a>	
<b>Company</b>	Mohawk Council of Kanesatake	
<b>Location</b>	Kanehsatà:ke, Quebec	
<b>Date Posted</b>	From: 2020-03-09	To: 2020-05-08
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	April 2020	
<b>Languages</b>	English And French	

### Description

Under the authority of the Mohawk Council of Kanesatake and the direct supervision of the Employment & Training Program Manager, the Employment & Training Counselor is to provide assistance, counsel and information to community members of Kanesatake. This includes all aspects of employment, career planning or skills enhancement available as outlined by the First Nations Human Resource Development Commission of Quebec (FNHRDCQ). The Employment & Training Counselor will also be responsible to coordinate employability measures for clients as determined by individual clients' requests, career goals/objectives, and particular skills. Duties include periodic monitoring of projects, accounting duties, client follow-up, and use of aptitude testing resources. The incumbent will also network with a various number of government organizations, public and private educational and vocational institutions to familiarize outside services of KHRO programs designed to promote native employment initiatives.

### Experience

Must have at least 2 years' experience in a related field of work including accounting

### Credentials

Microsoft Office applications

### Education Requirements

1. Post secondary diploma or certificate in a relevant field.
2. High School Diploma is essential

### Essential Skills

Communication skills in English and French

### Other

Must have good organizational and interpersonal skills.

Working knowledge of all Microsoft Office applications.

Must respect confidentiality.

Ability to work autonomously and in a team setting.

Availability to travel when necessary; possess a valid driver's license and have access to a vehicle

### How to Apply

All interested candidates must submit their curriculum vitae, a cover letter, and copies of diplomas, no later than March 20, 2020 to the attention of:

Mohawk Council of Kanesatake

Caroline Dussault, Human Resources Manager

681 Ste-Philomene

Kanesatake, Quebec J0N 1E0

[dussault.caroline@kanesatake.ca](mailto:dussault.caroline@kanesatake.ca)