



# 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Indigenous Employment Outreach Coordinator

<b>Job ID</b>	<b>63-9E-62-39-85-C5</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63-9E-62-39-85-C5">https://careers.indigenous.link/viewjob?jobname=63-9E-62-39-85-C5</a>	
<b>Company</b>	Maximus Canada Employment Services	
<b>Location</b>	Victoria, British Columbia	
<b>Date Posted</b>	From: 2022-06-13	To: 2022-12-10
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English Plus French Or Another Language	

### Description

MAXIMUS Canada Employment Services Inc. (MCESI) proudly focuses on innovative solutions to help people find jobs. MCES operates five catchments of WorkBC. This is a Provincial government program that provides services to support members of the public in finding a job and keeping it. We provide access to job search resources, employment planning, skills assessment, training, work experience placement and more. For more information about WorkBC, please visit <https://www.workbc.ca/>.

This is a wonderful team-based working environment, and an opportunity to work with a great team of people who are dedicated to helping and making a difference in people's lives.

#### Job Description

##### Role Summary

The Indigenous Employment Outreach Coordinator works collaboratively with, and serves as a resource to, the WorkBC Service Delivery team, and is responsible for creatively and meaningfully engaging with local Indigenous communities, organizations and People, both 1:1 and in group settings; effectively utilizing the 3 service delivery channels in order to increase and improve the consistent and ongoing mutual awareness of employment services offered within the community at large that are available to Indigenous People. In doing so, this individual will effectively work to remove the barriers that prevent Indigenous People from feeling comfortable in connecting with and/or accessing the services of the WorkBC Employment Services Program; thus ensuring that WorkBC Employment Services and associated Financial Supports are provided in a culturally appropriate manner and are practically accessible. The individual within this position will act as a bridge between the local Indigenous People, communities and organizations accessing broader community services and entering into WorkBC employment services, and in conjunction with the appropriate members of the WorkBC Employment Services team, provide the tools and support necessary for Indigenous Clients to navigate a successful entry into the workforce and sustainment therein.

#### Key Responsibilities

##### Outreach & Engagement

With a goal to expanding the ability of MCES to better serve our Indigenous Clients, responsible for effectively connecting with all relevant stakeholder groups within the local Indigenous Communities in order to engage, educate and promote WorkBC employment services in a culturally appropriate way that would be of interest, value and accessible to a diverse range of potential Indigenous Clients, by:

Creating organized, concise and complete content, printed material and handouts that will become part of presentations and host information tables offered in various public venues, schools and community agencies in order to effectively promote WorkBC employment services to the local Indigenous communities; adjusting materials to ensure continued relevance amidst changes in labour market and client population trends.

Incorporating the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration of the Rights of Indigenous People in the development of all material and external communications.

Collaborating with organizations delivering Indigenous employment and outreach services on an ongoing and consistent basis.

Assisting and supporting Indigenous Clients by delivering a diverse array of individualized and group presentations that invite the Indigenous Communities into a wide variety of employment-focused services based on individual need and

circumstances.

Based on effective networking and research, collecting labour market information for Clients regarding job openings, entry and skill requirements and other occupational information.

Developing and maintaining collaborative, meaningful and ongoing relationships and referral resource networks with all community agencies.

Regularly attending networking events and consistently representing MCES and the WorkBC Employment Services Program on community committees focused on Indigenous People and Indigenous employment.

Effectively and appropriately liaising with various members of the MCES team, other WorkBC Centres, Ministry and other government departments, service delivery and community partners and community agencies on behalf and in support of the success of Indigenous Client participants.

Participating in and planning where appropriate, WorkBC Centre, outreach and virtual activities to consistently increase Indigenous Client engagement and accessibility.

Contributing to curriculum development by reflecting a recognized need for diverse, yet practical, Indigenous-centric programming designed to be accessible to, and meet the needs of all Indigenous groups on a variety of appropriate employment-related topics, focusing on both small and large group facilitation as appropriate.

Providing innovative and ongoing orientation/information sessions regarding job search and sustainment tools and strategies, and general employability skills; consistently creating and maintaining a meaningful, healthy and productive learning environment for all Indigenous participants.

Acting as a valuable resource to all WorkBC Employment Services Program team members as it relates to their increased knowledge of and appreciation for, the culturally appropriate way to engage with and support Indigenous Clients.

#### Client Support

As required and appropriate, in collaboration with the appropriate WorkBC Employment Services team member, support and monitor client accessibility, participation and progress while participating in the WorkBC Employment Services program, by:

Providing general consultation with respect to WorkBC Employment services and supports.

Assisting individuals with the Ministry's Online Employment Services and application process.

Assessing for and recommending to WorkBC Case-Managed services.

Delivering Employment Search and Retention services in line with the WorkBC Employment Services Program criteria if and when appropriate to do so.

Where and when appropriate, administering standardized assessments to determine Client interests, aptitudes, and abilities as it relates to their suitability for services, making appropriate referrals both internally and externally as a result.

Assessing the need for additional assistance as required, such as but not necessarily limited to crisis services, financial aid and/or further vocational training and make appropriate referrals.

As required, provide one-on-one counselling to assist and support clients in the achievement of their employment goals as identified through the Client Service Planning and Coordination Action Plan process.

Assisting clients with a variety of job search tools, and based on client needs and interests, support the accessing of relevant and suitable employment programs.

Providing ongoing follow-up support to Clients, establishing creative and individualized guidelines for regular contact based on the individual Client need and circumstance.

As required and appropriate, monitoring client participation and progress while participating in the WorkBC Employment Services program.

Collaborating with the Employment Job Search and Retention team to work with the Client to establish potential employment opportunities and to develop effective job search approaches and employer networking strategies.

Acting as a continual resource for the Client as it relates to updated and meaningful local labour market information.

Supporting Clients in their ability to successfully negotiate salary, working hours, job descriptions, and terms and conditions of employment.

Providing job coaching as needed to facilitate employment success and retention, and a successful transition to alternative employment if and when necessary.

Setting up appropriate and effective on-going post-placement supports as and when required (e.g., Job Maintenance).

If applicable and appropriate monitoring the employment relationship from both the Employer and Client side to ensure the ongoing satisfaction of both parties; determining if and when intervention within the workplace is required and the

type therein.

Maintaining up to date client information in all MCES databases (i.e., ClientConnect<sup>®</sup>) ensuring proper documentation of all activities of and communications with participants, Ministry and service providers.

#### Education and Experience

Post-secondary degree, diploma or certificate in a relevant field (e.g., Indigenous studies, career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resources management) or working towards or holding an associated relevant professional certification (i.e., CCDP, RRP).

Two (2) or more years of related experience in the employment services, counselling or other support services industry. Proven experience in working with the Indigenous communities and peoples, youth, disability clients, and persons with mental health and addictions issues; including the ability to develop creative, productive and collaborative working relationships with diverse and/or multi-barriered Clients in both one-to-one and group settings.

Multilingual (English plus French or another language) ability to communicate effectively with Clients, both verbally and in writing is preferred.

#### Knowledge, Skills and Abilities

Highly knowledgeable of and sensitive to Indigenous culture and practices

Capacity to effectively conduct and interpret Client needs assessments and employ exploration tools in accordance with individualized Client needs and abilities.

Demonstrated experience providing services and support to individuals with complex barriers, including barrier identification and resolution.

Extensive knowledge of job search and networking strategies.

Experience in, and the ability to, successfully coach and mentor Clients to gain effective job search tools and strategies.

Ability to build and maintain a network of partnerships with local employment and community agencies, employers, social service & referral programs, and other relevant stakeholders.

Excellent communication skills (oral and written).

Proven ability to successfully work with and support individuals from a broad range of cultural backgrounds based on a sensitivity to and understanding of the unique challenges they may face.

Strong administrative skills and computer proficiency with specific emphasis on MS Office (Word, Excel, Outlook) and customized databases.

Alignment with and ability to display MCES' organizational core values of integrity, excellence, continued growth & development, compassion, partnerships and passion.

#### Additional Information

What we offer:

Competitive Salary

Comprehensive Benefits Package, including RRSP match, extended health, prescription drug coverage, dental, paramedical, generous vision care, and more!

3 weeks' vacation to start

6 Personal days in addition to 6 Sick per year

Volunteer days

Just Because days

Ability to make a difference and lasting impact

Accordingly, any successful applicant will be required to provide provincially recognized proof of having a complete series of COVID-19 vaccines as a pre-condition to accepting an offer of employment with MAXIMUS Canada Employment Services. Should an applicant fail to provide sufficient proof of vaccination as required, their offer of employment will be rescinded.

We respectfully acknowledge the Coast Salish, LÉTMK'É-ÉTMÁ-ÉTMn, Wl̓sSANEĀ†, Sto:lÁ•, and Syilx peoples on whose unceded lands we are grateful to live, work and play.â€ˆâ€ˆ

#### How to Apply

Click Apply Now!