



# 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.Link's 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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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Employment Specialist

<b>Job ID</b>	<b>C3-8A-3A-A0-17-B7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C3-8A-3A-A0-17-B7">https://careers.indigenous.link/viewjob?jobname=C3-8A-3A-A0-17-B7</a>	
<b>Company</b>	Miziwe Biik Aboriginal Employment And Training	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-02-12	To: 2020-08-10
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Job Posting: Employment Specialist

Position Type: Full-time

Application Deadline: Open until Filled

General Function:

Miziwe Biik Aboriginal Employment and Training is seeking an Employment Specialist in the Employment Resource Centre.

In this role, you will provide assistance, counselling and information regarding all aspects of employment search, career planning, training and education to multiple barrier clients in the Aboriginal community.

Responsibilities:

Assist unemployed or underemployed, Aboriginal clients from a variety of backgrounds to obtain employment and /or skills based training.

Responsible to conduct Intake Interviews and Assessments for all new registered clients.

File Management "€" written documentation and statistics for each file are consistently up to date.

Work with job seekers to identify barriers to employment and assist clients to develop job readiness skills and job search strategies through referrals to other Miziwe Biik programs and activities.

Advise clients of employment and training opportunities and institutions that are available to them within the GTA as part of an employment service plan.

Make referrals to specific employment and training opportunities.

Responsible for ongoing follow-up with clients who are actively job searching or participating in training programs.

Responsible for monthly statistical and activity reports for all active clients and close client files.

Assist clients who have scheduled interviews and conduct mock interviews on request.

Conduct written assessments and advocate on behalf of clients requesting financial support for purchase of training.

Liaise with LDMs (band offices) nationally in regards to funding requests, client follow-ups etc.

Network with Aboriginal agencies in the GTA for the purpose of providing referrals to appropriate community services for individual support.

To be current on relevant community services to assist clients with a range of needs including mental health; physical and mental disabilities;

involvement with the criminal justice system; street and shelter involvement.

Responsible for inputting interventions, action plans, updating and closing client case management files in the EOIS CAMS case management system.

Attend and act as a representative of Miziwe Biik at community meetings and events upon request.

Participate in organization's planning and activities as required upon request.

Additional duties as required.

Qualifications:

Minimum level of education preferred is a Community College Diploma related to Career Counselling or Human Resources.

Ability to identify employment and training needs within the Aboriginal community in the GTA.

Excellent communication skills, both written and verbal.

Previous case management experience including maintaining case management software.

Impeccable and Detail Oriented with regards to hard file maintenance.

Demonstrated knowledge and familiarity of the Aboriginal community and the services available in the Greater Toronto Area.

Must be comfortable working one-on-one with clients from a variety of socio-economic backgrounds, including incarceration or other judicial issues.

Ability to prepare resumes and cover letters and to coach/prepare clients for the job interview process in all employment sectors.

Excellent computer and keyboarding skills, and intermediate knowledge of Microsoft software applications including word processing and database.

Results-driven person with the ability to work within and contribute to a team environment.

Ability to develop work plans and prioritize work activities while focusing on results.

Ability to respect client confidentiality.

Previous experience facilitating training workshops or a willingness to learn.

Attributes:

Detail Oriented

Flexible

Team Player

Adaptable

Organized

**Experience**

Minimum level of education preferred is a Community College Diploma related to Career Counselling or Human Resources.

**How to Apply**

Please submit your cover letter and resume via email to Human Resources at [hrjobs@miziwebiik.com](mailto:hrjobs@miziwebiik.com).

First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please. If you are invited for an interview and require access accommodation, please let us know in advance so that we can make adequate arrangements.