



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

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Employment & Training Outreach Worker/Post-Secondary Education (1 Year MAT)

Job ID	ED-99-85-25-0C-31	
Web Address	https://careers.indigenous.link/viewjob?jobname=ED-99-85-25-0C-31	
Company	Caldwell First Nation	
Location	Leamington, Ontario	
Date Posted	From: 2022-05-06	To: 2022-11-02
Job	Type: Fixed-term	Category: Education
Job Salary	\$20-22 Per Hour	
Languages	English	

Description

The Employment & Training Outreach Worker/Post-Secondary Education supports the development of a workforce to meet the Caldwell First Nation members' needs. The program provides the services and supports by providing funding for training that will lead clients to becoming self-sufficient, gain, and keep employment.

The Employment & Training portion of this position is responsible for the administration of the Indigenous Skills and Employment Training Strategy agreement and the Post-Secondary Education Student Assistance agreement between Caldwell First Nation and Indigenous Services Canada.

The individual is responsible for coordinating training and employment activities for eligible individuals and will ensure the development of effective vocational and job seeking skills through an individualized, case management approach.

The Employment & Training Outreach Worker/Post-Secondary Education will conduct one-on-one interviews with participants, and develop customized plans for success. The individual will be tasked with completing comprehensive skills assessments and evaluating candidates in order to provide guidance towards suitable employment opportunities. The Employment & Training Outreach Worker/Post-Secondary Education will conduct duties using his/her knowledge of career counselling methods, training course components, as well as education and employment resources. The individual will also encourage the development of job seeking skills, effective work habits and professional attitudes through supervising and monitoring client job searching activities. Active program promotion, maintaining a roster of job candidates and qualifications, maintaining and recruiting an up-to-date roster of trained archaeological monitors and liaise with various organizations to promote same, and active job search and job-posting is part of the outreach duties. Other duties involve accurate client record keeping and providing regular progress reports to the Chief Administrative Officer, as well as proper budget tracking. Other duties will be assigned as necessary.

Principle Duties & Responsibilities

- Interview clients to obtain employment history, educational background, and career goals.
- Determine client need and program eligibility; ensure eligibility of any ISETS expenditures and provide supporting documentation for same for program compliance.
- Complete skills assessments and evaluations with clients to determine the interests, aptitudes, and abilities of clients.
- Assist clients with resume writing, job searching, and interview preparation.
- Provide instruction regarding current job searching best practices, resources, and technology.
- Create detailed job search plans for clients, providing support and guidance.
- Identify suitable employment opportunities for clients.
- Work with potential employers to develop placement opportunities through ISETS programming or other sources.
- Conduct pre-interview counselling sessions as requested.
- Assess the need for additional assistance, such as rehabilitation, retraining, financial assistance, and refer clients to appropriate service providers.
- Provide established workers with information on maintaining a job or moving within an organization.
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information.
- Provide industry specific information to assist clients with understanding potential opportunities.

- Assist clients with establishing strong job seeking skills, positive attitudes and interview readiness.
- Provide a positive example for clients to follow.
- Maintain an up to date knowledge of current job searching methods.
- Maintain accurate client files.
- Work with Post-Secondary funding and procedures.
- Prepare detailed reports for Indigenous Services Canada for Post-Secondary Funding
- Connect with future post-secondary students to aid them in the application process
- Problem solve with post-secondary students facing barriers to education.
- Connect with third parties to ensure the success of post-secondary students
- Work with Monitors and communicating job assignments.
- Write Request for Proposals when requested.
- Liaise with summer students employed with Caldwell First Nation.
- Provide regular progress reports for organizational and individual purposes to the Director of Operations.
- Perform other duties as necessary.

Qualifications

- Two-year post secondary diploma in Human Services in a relevant field of study preferred.
- A minimum of two years' experience in education, professional training, or similar position.
- Previous experience utilizing a case management model is desired.
- Familiarity with available community resources in service delivery areas.
- Excellent verbal and written communication skills.
- Ability to make sound decisions in a timely manner.
- Ability to work effectively within a team approach to community development.
- Ability to work independently.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Excellent teamwork and team building skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to effectively communicate both verbally and in writing.
- Ability to write proposals and reports.
- Strong morals and ethics, along with a commitment to privacy.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.
- Current Vulnerable Sectors Police Clearance.
- Class G Drivers Licence and clean Driver's Abstract.

Work Conditions

- Travel may be required.
- Manual dexterity required to use desktop computer and peripherals.
- Physical activity includes walking, standing, sitting for long periods of time, lifting.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime may be required.

Job Types: Full-time, Temporary

How to Apply

Send cover letter and resume to hr@caldwellfirstnation.ca

Applications MUST Include:

- Current cover letter.
- Current resume.
- Three references on your behalf with appropriate contact information. One should be your current or most recent employer.