



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Youth Employment Counsellor/Life Coach
Department: Employment & Training
Pay Rate: \$26.04 per hour
Status: Full-time, Permanent
Closing Date: May 14th, 2024

Position:

The Youth Employment Counsellor/Life Coach works with job-seeking clients 30 years of age and younger, Employment and Training Program personnel, external service providers, and the employer community to develop our client's ability to be effective in the labour market and establish or strengthen their connection to it. The Youth Employment Counsellor/Life Coach provides counselling, case management, guidance, support, and information/referrals to job-seeking clients on all aspects of career planning and employment search. The Youth Employment Counsellor/Life Coach also provides guidance and information to employers and clients regarding Human Resources Development Canada funding and employment opportunities.

Requirements:

A) Skills

- Ability to set priorities and work under pressure.
- Excellent written and oral communication skills.
- Ability to work independently and cooperatively in a team approach.
- Ability to use computers and various software, preferably Microsoft Office.
- Must be able to maintain confidentiality.
- Ability to establish rapport with people from a wide variety of backgrounds.

B) Experience

- Two years experience in a counselling capacity, preferably with employment counselling experience.
- Experience in proposal preparation and report writing.
- Experience working with Native people.

C) Education

- A bachelor's degree or college diploma in a related field, such as psychology, social services or education required.

D) Other

- Possess a valid Ontario driver's license and access to a vehicle.
- Provide a positive role model within the community.



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Responsibilities: **EMPLOYMENT COUNSELLING**

Assessment

- Conduct formal needs assessment at the commencement of case management.
- Administer or access employability assessments as required to determine the interests, aptitudes and abilities of clients (to be used in the development of an action plan with the clients).
- Refer to external service providers for additional assessment as necessary.
- 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 resumes and preparing for job interviews

Case Management

- Develop action plans collaboratively with clients and support them in their implementation.
- Assisting clientele to decide where to focus their education and training (i.e. plumbing, bookkeeping, electrician, etc).
- Assess clientele need for assistance such as rehabilitation, financial aid, or further vocational training and refer clients to the appropriate services.
- Negotiate and develop intervention agreements (i.e. training, self-employment, wage subsidy, etc).
- Support the goal-setting, personality growth, and behavior modification of clients.
- Provide encouragement and constructive feedback to all clients.
- Refer clients to external agencies as needed and track these connections as appropriate.
- Monitor attendance and progress in program activities and interventions.
- Manage client information in a secure and organized manner and in accordance with established standards.
- Adhere to security procedures to ensure the safety of clients and staff.
- Follow-up with clients.

Work Placement

- Work collaboratively with WIFN Departments, the employer community, and external employment agencies to identify and secure suitable employment opportunities.
- Negotiate and develop subsidized and unpaid work experience placements.
- Assist employers and clients with workplace accommodation.
- Assist employers and clients with job maintenance and retention.
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change.

Data Input

- Track and input all aspects of client's interactions with case management, WIFN Employment and Training services and employment outcomes.
- Utilize other WIFN Employment and Training data collection systems as required.

Outreach

- Outreach to WIFN youth by visiting local schools and other youth organizations; participating in community events and programs that focus on youth initiatives.

GROUP FACILITATION

- Gather or develop training materials, including electronic presentations.

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



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- Deliver workshops in a flexible manner that adjusts both content and approach in response to the needs of the participants.
- Collaborate with all WIFN Employment and Training Program staff to ensure seamless delivery.
- Follow-up on any outstanding inquiries generated during workshops/training
- Record attendance.
- Administer evaluation forms.

OTHER EMPLOYMENT-RELATED DUTIES

- Advise employers on Human Resource Development of Canada funding and other employment-related opportunities.
- Collect labour market information for clients regarding job openings, entry and skill requirements, and other occupational information.
- Draft funding proposals as directed by the immediate supervisor.
- Provide consulting services to community groups and agencies, businesses, and industry, and to other organizations involved in providing community-based career planning resources.
- Fulfill other related duties as requested by the immediate supervisor.

How to Apply:

Please submit your resume and cover letter describing the qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9
or
Fax: 519-627-5915
or
Email: Careers@wifn.org