

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

Position Title: <b>Employment Counsellor</b>	<b>Date Created:</b>
<b>Job Class 3</b>	<b>Date Revised: October 2021</b>

**Immediate Supervisor:** Assigned Team Lead

**Position Summary:** Employed by the United Native Friendship Centre, the Employment Counsellor is responsible to the policies and directions as determined by the Executive Director and the UNFC Board of Directors.

**Purpose of the Position:** To undertake the development of the UNFC Employment Program initiative in the Friendship Centre community. To provide support to clients who are seeking employment and training services. To become fully aware of related employment policies, programs, and procedures. To understand the nature and criteria of program interventions delivered through the Urban (off-reserve) component. Works cohesively with the Youth Employment Worker to support a successful Employment Program.

**Qualifications:**

- Relevant post-secondary education in field of Social Services, Career and Employment Coach or Employment & Training Certification.
- 1-2 years' experience in the Social Services, employment and training initiatives.
- ***Must be proficient with Finance Management and balancing program budgets***
- Knowledge and experience in Indigenous community development.
- Knowledge in theory, principles and practices of career transition, counselling, career development and resume/cover letter writing.
- Experience in group facilitation and interview skills.
- Familiarity with available community resources in our service delivery area.
- Excellent verbal and written communication skills.
- Superior computer skills (Word/Excel).
- Experience in report writing.
- Knowledge and experience working with Indigenous culture and language an asset.
- Ability to work independently.
- Superior ability to multi-task and work within deadlines under minimum supervision.
- Good management and planning skills.
- Excellent teamwork and team building skills.
- Satisfactory Vulnerable Sector Check.

**Responsibilities:** Support and prepare Indigenous people in attaining their education, employment, and training goals through funded and non-funded program interventions. Develop or further enhance contacts within the community that will support the UNFC Employment program and clients.

**Job Specifications:**

*Provision of Client Services*

1. Potential clients are evaluated or assessed using a client career needs assessment, interview, or other tool; some clients will require only minimum levels of services through a “non-funded” Intervention.
2. Assess client employability, to identify strengths as well as central barriers to job-readiness.
3. Provide clients with occupational and labour market information.
4. Assist with information pertaining to school requirements, bursaries, scholarships, internships, summer experience programs and information relating to specific training requirements for other programs.
5. Collaborate with clients in designing and implementing learning plans, which will enable them to acquire the concepts, attitudes, and behaviors they require to search for, obtain and maintain employment.
6. Through Intake, Employment Counselling and Action Plan development, the Employment Counsellor may determine a “funded” Intervention eligibility and feasibility for the client.
7. All clients who receive interventions, funded or non-funded are assigned a Unique Client ID in the Integrated Database. Follow-up, monitoring and reporting of outcomes are required for all clients.
8. Complete an EI Verification prior to assigning a Client Fund Type.
9. Be aware of other community resources that are available to assist clients in realizing their employment goals; this relates to non-duplicating services already available within the community.
10. Market clients to employers when appropriate.
11. Other duties as required.

*Monitoring and follow up with Clients*

1. Monitor, report back, and follow up on all client Interventions as detailed in the Program Description.
2. Maintain an up-to-date record of attendance for clients while on an intervention and administer any payment deductions based on absences.
3. Conduct client and employer follow-ups to ensure that interventions are complete or still in progress.
4. Six-months following the Intervention a follow-up is to be completed with the client to ascertain results of the intervention.

### Reporting

1. Comply with all reporting requirements as per Service Canada's reporting guidelines.
2. Correspondence and activities involving the client must be recorded in the case notes section of the client file and input into the IDB.
3. Administer programming with the primary goal of reporting on results in Employed or Return to School Outcomes.
4. Provide quarterly financial, statistical, narrative and client information reports to OFIFC.

### Contracting and Financial Records Keeping

1. Employment Counsellor's lead responsibility is creating, maintaining, protecting, and closing all contracts. Contract management may be done in collaboration with the Finance Department, a Manager or Executive Director.
2. Specific activities related to Contract and Financial records keeping include:
  - a. Collect Social Insurance Number and Universal Consent Forms for all clients
  - b. Ensure all sections of intake and contracts are completed and signed in full before the intervention begins
  - c. Ensure client files are maintained and protected as required by the terms and conditions set out.
3. Reconciling all program funding monthly with Finance Department.

### Partnership Activities/Relationship Building

1. Maintain familiarity with labour market developments to align clients with demand driven industries.
2. Engage with employers and service providers to promote Employment programming and clients and explore and establish new opportunities for job placement and/or job creation.
3. Actively seek out partnerships to leverage resources, support program activities and improve clients' outcomes in achieving employment goals.
4. Promote the Employment program in the local community
5. Participate on relevant committees that promote employment and training initiatives.
6. Network and partner with other Friendship Centres/Delivery Sites, Indigenous organizations, employers, employment agencies, etc., related to employment and training matters.
7. Increase community awareness of the Employment Program by developing and designing program promotion material.

### Workshops & Presentations

1. Develop and maintain a workshop/presentation calendar.
2. Coordinate and facilitate workshops/presentations on employment related topics, in collaboration with other UNFC programs or independently.
3. Promote workshops/presentations to increase participation.
4. Plan and coordinate logistics for workshops (venue, meals, accommodations, etc.).
5. Coordinate and prepare materials for workshops/presentations.
6. Evaluate workshops and presentations to support future planning.

### Administrative Duties

1. Exercise confidentiality of participant information as per Privacy Act.
2. Maintain participant files in a locked filing cabinet.
3. Increase community awareness of the Employment program by developing and designing program promotional material.
4. Develop and maintain employer and participant contact lists.
5. Participate in Employment training sessions.
6. Understand terms and conditions of the Employment program.
7. Be familiar with all Employment Program forms.
8. Be familiar with all Employment Program policies and procedures.
9. Performs other related duties as assigned.

### **EVALUATION:**

This position shall be evaluated after completion of a 3- and 6-month probationary period and on an annual basis thereafter. This will be based on standard of performance in the description and specific goals of the program as agreed upon by the Board of Directors and Executive Director.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.

Employee Name:		
Employee Signature:		Date: