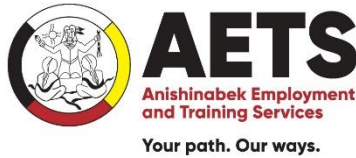


ATTENTION: MICHIPICOTEN FIRST NATION CITIZENS



TRAINING & EMPLOYMENT OPPORTUNITY

MICHIPICOTEN FIRST NATION COMMUNITY EMPLOYMENT ADVISOR

AETS is providing an opportunity for a qualified MFN citizen to participate in eight (8) days of training (via Zoom) followed by a temporary work contract (up to 20 weeks) to provide support with deployment of a Labour Market Information & Skills Inventory Survey, and assist citizens seeking employment. (Training dates will be established once a qualified candidate has been identified).

TRAINING DETAILS

- 2 days: AETS Orientation
- 8 days: Winnipeg Transition Centre professional development training division, would deliver the virtual Career/Employment Coach Certificate workshops which would include the following: Resume Development Coach, Job Search Coach, Career Planning Coach, and Interview Skills Coach
- 4 days: Indigenous Works Auditor Training connected to Workplace Inclusion for the National Indigenous Works Employer of Choice Certification Program
- 1 day: Labour Market Information and Skills Inventory Surveyor Pilot Project - On Reserve with the potential of collecting Off-Reserve Surveys

TEMPORARY EMPLOYMENT DETAILS

Under the direction of the First Nation Community, the incumbent will provide support to the AETS Employment Officer. This position will be tasked with completing skills assessments and/or surveys and evaluating clients in order to provide guidance towards suitable employment opportunities and/or training. The Employment Advisor duties will include:

- Conducting one-on one interviews with Job Seekers - both on and off reserve Indigenous Citizens to obtain employment history, educational background and career development goals and developing customized plans for their success.
- Complete skills assessments and evaluations with clients to determine the interests, aptitudes, and abilities of clients.
- Assist clients with and deliver sessions on Resume Development, Job Search, Career Planning, and Interview Skills
- Discuss suitable employment opportunities for clients.
- Interpret program and funding criteria for clients and for potential sponsors, to ensure that the terms and conditions under which the proposals are developed are understood.
- Promote and market programs in the region serviced.
- Assess the need for additional assistance, such as rehabilitation, retraining, financial assistance and refer clients to the appropriate service providers.
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction, or making a mid-career change.
- Work with employers including interviews, training, auditing, and assessment for an Indigenous Inclusive workforce.
- Liaise with employers to provide for an effective client transition into employment and working environments.
- Maintain regular communications and contact with AETS Employment Officer as required both for guidance and for collection of documentation and information.
- Maintain accurate client files and contracts.
- Labour Market interviews and data collection. To be rolled out during your placement in this position.
- Other duties will be assigned, as necessary.

QUALIFICATIONS: High School Grade 12 Diploma or equivalent, Post-Secondary Diploma/Degree preferred in related fields including but not exclusive to Social Services. Experience in service delivery of labour market programs; or a combination of education & training with some experience in labour market program delivery with Indigenous client's and working with a client database. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Access, Excel, PowerPoint, Publisher, and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's Licence and willingness for some travel preferred. Selected applicants will be requested to complete a criminal reference check.

INTERESTED CANDIDATES ARE INVITED TO CONTACT:

**Lisa Belanger, MFN Interim HR Manager
Cell: (807) 620-7895 Email: hr@michipicoten.com**