

PATH Employability Centre 627 Selkirk Avenue, Winnipeg Manitoba is looking for a new Team Leader/Employment Counsellor!

Duties: Under the leadership of the Employment Development Director, the Team Leader/Employment Counsellor provides job and internship placement assistance, counselling support and labour market information to clients on all aspects of employment search and career planning. The incumbent uses a problem-solving approach with clients, addressing one or more of the following: career/occupational decision-making, skill enhancement, job search and employment maintenance, in order to help clients improve their employability and self-sufficiency in the labour market. The incumbent also facilitates Job Readiness workshops and assists in the development of Job Readiness and Job Search Workshops tailored towards meeting specific career-life planning needs of individuals.

As Team Leader the incumbent will monitor electronic case management of Job Search team, assist in staff month end reporting and will offer assistance to staff in handling difficult client interactions.

Qualifications: Education/Training/Experience

Bachelor's degree or college diploma in a related field, such as social services or education.

Completion of secondary school and several years' experience related to counselling, or in a helping profession, may replace formal education.

Minimum of 3 to 5 years experience working in employment/career counselling field.

Minimum 3 years experience developing job placements and job internships

Working in a non-profit organization.

OTHER KEY SKILLS/KNOWLEDGE/PROFICIENCIES

- Exceptional communication skills, both oral and written, as well as presentation
- Excellent problem-solving skills
- Ability to effectively apply employment counselling knowledge in working with clients
- Ability to assess barriers to employment, write employment plans, and assist clients in problem-solving and attaining goals
- Knowledge of, and ability to, teach specific skills such as resume writing, job search and employment readiness
- Strong planning and organizational skills
- Working knowledge of, and ability to access, community resources providing services to low-income and multi-barriered clients
- Ability to develop and maintain effective networks with employers and community agencies
- Efficient in Microsoft Office computer programs, including Word, Excel, PowerPoint, Access and Outlook
- Knowledge of local labour market and current hiring practices
- Experience and desire to work with persons of diverse cultural, economic and educational backgrounds
- Vehicle required for travel to meetings and interviews
- Word processing and database management
- E-mail and networked communication
- Internet research and communication

How to Apply:

Please forward cover letter, and resume to the Employment Development director by

Email: alex@necrc.org

Or,

Fax: 204 582 7397

Please state position applying for in subject line. Closes Jan 16th