



## **N'Amerind (London) Friendship Centre**

260 Colborne St.

London ON N6B 2S6

Ph (519) 672-0131 Fax (519) 672-0717

### **EMPLOYMENT POSTING**

**Position:** Apatisiwin Youth Employment Program Counselor

**Term:** Permanent 35 Hours / Week

**Wage:** \$21.50/hr to Start

**Posting Date:** June 7, 2022

**Closing Date:** 4:00 pm June 24, 2022

#### **Description:**

The Apatisiwin Youth Employment Counselor will provide employment counselling, principally to support youth employment and promote positive training activities outcomes. The Youth Employment Counselor will collaborate with, and share responsibilities of the program with Apatisiwin Employment Coordinator, in their mutual focus on serving the needs of Indigenous People. The Apatisiwin Youth Counselor will have lead responsibilities in coordinating and managing youth-led and youth-focused partnerships or strategies that support the strategic goals of the Friendship Centre. The Apatisiwin Youth Counselor will report to and work under the direct supervision of the Apatisiwin Employment Coordinator.

#### **Qualifications:**

1. A bachelor's degree or college diploma in a related field, such as psychology, social services or education, or Completion of secondary school, or related experience
2. A minimum of one (1) year of direct employment counselling or job coach experience.
3. Experience in working with Indigenous people including youth.
4. The applicant requires public relation skills and experience in establishing and maintaining effective relations with community partners and stakeholders
5. Knowledge of and experience with contracts and the ability to maintain notes, files and action planning and counselling interventions
6. Ability to provide respectful, courteous and professional services with a client-centered approach, paying particular attention to the client barriers to employment and career enhancement
7. Working knowledge of Industry trends and the local labor market.
8. Experience in developing employment related workshops and group facilitation
9. Excellent oral and written communication skills and interpersonal skills
10. Will possess knowledge of Indigenous historical and contemporary issues
11. Possesses no criminal charges/record pertaining to offences against the vulnerable sector
12. Experience completing quarterly statistical and narrative reporting
13. Capacity to work under pressure, meet deadlines and work flexible hours
14. Proficiency in applicable software programs including word processing and data base programs
15. Must possess valid driver's license and daily access to personal reliable transportation.

#### **Responsibilities:**

1. Verify clients' eligibility or entitlement to insurance benefits, assess the employment assistance needs of clients and determine appropriate interventions, assess client employment readiness and

- literacy needs in order to become employment ready, prepare client/employer/organization intervention contracts, engage in contract monitoring activities;
2. Interpret budgets and financial statement, monitor contract commitments and actual expenditures on all contracts, understand the terms and conditions laid out in the allocations
  3. Work in coordination with Program Co-worker in the administration of program budgets
  4. Participate on committees that promote employment & training Initiatives
  5. Work with other Friendship staff in the engagement of Indigenous youth
  6. Exercise confidentiality of client information as per Privacy Act
  7. Maintain client files in a locked filing cabinet
  8. Input client information and maintain client files on a daily basis
  9. Design program promotion materials in conjunction with the Apatisiwin Program Co-worker
  10. Under direction of the Wellness Section Manager, the Apatisiwin Co-workers will compile youth oriented monthly and quarterly and annual reports; including annual community plan, quarterly narrative reports
  11. Accurately report and ensure all program objectives are being met in accordance with agreements
  12. Daily access to a reliable vehicle
  13. To undertake any other such reasonable duties as may be assigned from time to time

**INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:**

- A CV and cover letter, in Word or PDF format
- **Two work related references and One-character reference**
- Copies of relevant certificate, diploma, degree

**Mail or Hand Deliver:**            **Hiring Committee**  
   **Re: Apatisiwin Employment Program Counselor**  
   **N'Amerind Friendship Centre**  
   **260 Colborne Street**  
   **London, ON**  
   **N6B 2S6**

**Email:**                                **reception@namerind.on.ca**  
   **Re: Apatisiwin Employment Program Counselor**

**Fax:**                                    **(519) 672 0717**  
   **Attention: Hiring Committee**  
   **Re: Apatisiwin Employment Program Counselor**

**Note:**

- All applications will be screened based on the receipt of a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application; at their cost, the Successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**

**Application Deadline:**            **June 24, 2022 at 4:00 pm**  
   **Late or incomplete submissions will not be accepted.**