

ORDER DATE **April 2, 2024**  
ORDER TAKER **Allison Campbell**  
JOB TITLE **EMPLOYMENT COUNSELLOR**  
COMPETITION # **2023ES-EC12**  
NATIONAL OCCUPATION CODE **41321**  
EMPLOYER **(CAHRD) CENTRE FOR ABORIGINAL HUMAN RESOURCE DEVELOPMENT INC.**  
APPLICATION DEADLINE **\*\*\*\*\* OPEN UNTIL FILLED \*\*\*\*\***  
WAGE TYPE **HOURLY**  
WAGE AMOUNT **\$26.63 - \$28.06**  
POSITION TYPE **PERMANENT, FULL-TIME, 37.5 HOURS/WEEK**

### **JOB SUMMARY**

The Employment Counsellor is responsible for providing career development research and job search counseling to CAHRD clients, as well as providing information on available CAHRD education and training opportunities. The Employment Counsellor assists clients to achieve their education and employment goals by empowering them with the resource tools and information required.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Interview clients to obtain employment/educational background and career goals.
- Evaluate skills, education, experience, and history of each client through the client registration process.
- Assist clients to develop career paths and/or job readiness and job search strategies.
- Complete all necessary client documentation and conduct client follow-up.
- Generate accurate statistics for reporting requirements, and submit required reports.
- Create, maintain, and update paper and database client and program files.
- Develop, coordinate and deliver presentations to groups, agencies, and educational institutions.
- Attend career fairs and other community events on behalf of CAHRD upon request.
- Liaise with external organizations to promote and recruit for CAHRD programs and services.

### **REQUIREMENTS**

- Bachelor degree in Social Sciences, Business Administration, or Human Resource Management is required.
- An acceptable combination of education and experience may also be considered.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated counseling skills and counseling experience.
- Excellent written and oral communications skills.
- Experienced with facilitation of workshops.
- Competent in MS-Office applications, including Word, Excel, Outlook, PowerPoint, and internet use.
- Knowledge of community-based resources.
- Knowledge of Winnipeg's urban Indigenous population.
- Valid Manitoba driver's License and access to a vehicle.
- Business acumen and labour market insight.
- Excellent organizational skills and clerical abilities.
- Typing skills of 40-50 WPM.

### **APPLICATION PROCESS**

Please submit resume and cover letter citing competition number, in one of the following manners:

1. Email [employerrep@abcentre.org](mailto:employerrep@abcentre.org)
2. Visit [www.cahrd.org/jobs](http://www.cahrd.org/jobs) to apply online

3. Drop off in person to Front Reception at 304-181 Higgins Avenue

Administrative skills testing is mandatory as part of the application process.

**Preference will be given to Indigenous candidates (Status, Non-status, Métis, or Inuit). Preference is also given to clients who are registered with CAHRD. Only those selected for an interview will be contacted.**