



TSARTLIP FIRST NATION
JOB OPPORTUNITY
#3 Boat Ramp Rd.
Brentwood Bay BC V8M 1N9
Tel: 250.652.4473 Fax: 250-652-8395
healthmanager@tsartlip.com



POSITION: TSARTLIP EMPLOYMENT COUNSELLOR

HOURS: 8:30-4:40 (flexibility required for possible evening or weekend workshops)

TERM: January 2022-March 2023

POST CLOSING DATE: December 10, 2021 @ 12pm. Position will begin January 2022

JOB SUMMARY:

The Employment Counsellor will be a valuable member of the Tsartlip Social Development team. This position will work with the youth of the Tsartlip Community and in particular, the Social Development program participants ages 15 years to 29 years of age. This role will assist clients in securing employment in their specialized field or area of interest by providing facilitated workshops, training referrals, and coaching. The Employment Counsellor will also be required to participate in marketing, outreach, and promotional activities for the program. This role will take a person and community centered approach to services delivery and will strive to meet the needs of those seeking services.

Duties and Responsibilities

- Work with clients to identify specific needs and goals, to build an understanding of Client's employment-related goals, strengths, needs, abilities, skills, and other relevant employment-related factors to determine the client's level of employment readiness and employment service needs
- Collaborate with all programs, when applicable, especially working in partnership with Tsartlip Social Assistance department to support those seek employment and training opportunities
- Support clients to conduct activities or receive supports as outlined within their job search plan. This includes resume and cover letter building, job interview preparation and supporting the Client to negotiate the terms of their employment with the support of specialized members of the service delivery team.
- Provide individualized employment advocacy for clients and employers when appropriate. Assist the client in organizing on-the-job training and guidance in order to successfully maintain their employment, work experience, or community attachment.
- Identifies job coaching/mentoring needs and coordinates with mentor services as required.
- Monitors participant progress by reviewing activities and results on an agreed upon schedule
- Facilitates pre-employment skill building workshops as required (ie. First Aid, food safe etc.)
- Prepares participant progress notes, action plans and follow-up reports
- Participates in marketing, outreach, and promotional activities for the program
- Researches and shares employment opportunities, training opportunities with community.
- Assists with registration to educational programs.
- Evaluates program and system successes and barriers and champions change where required
- Performs other program-related duties as assigned from time to time

Knowledge, Experience & Attributes

- Completed degree or diploma (eg. Career development, social work, psychology, human service, counselling) preferred, in related discipline supplemented by two years of job development,



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career coaching, or employment counselling experience; OR equivalent combination of education and experience.

- Demonstrated experience motivating, coaching and mentoring clients with complex barriers and a broad range of cultural backgrounds
- Excellent communication skills
- Non-judgement and supportive approach
- Maintains confidentiality
- Demonstrated experience building partnerships with employers, community agencies and other partners
- Demonstrated knowledge of local labor market issues
- Minimum intermediate proficiency in relevant computer applications such as MS Office
- Demonstrated ability to construct a professional resume and cover letter
- Builds positive, productive, and supportive relationships with those seeking assistance
- Demonstrates initiatives in meeting goals and targets
- Ability to facilitate employment workshops is an asset
- Excellent time management and organizational skills

How to apply:

Please submit cover letter and resume Attn: Heather Hastings
Tsartlip Health Office #3 Boat Ramp Rd.
Or email healthmanager@tsartlip.com
Fax: 250-652-8395