



Job Posting: **Employment Counselor – Urban**
Department: Employment Services
Location: Charlottetown
Position: Temporary Full-Time Contract until March 31, 2028 with possibility of extension (37.5 hours/week)
Salary: \$65,000 – \$70,000
Deadline to apply: May 15, 2024

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

The Role:

The Employment Counselor for Urban (Off-Reserve) assists Indigenous People in improving their quality of life and employability using individual strategic case plans that focus on career exploration, training, and experience. This position will report to the Senior Program Coordinator of Employment Services.

Employment Services provides and administers all employment-based programs and services to Indigenous people living in PEI. This includes status and non-status First Nation, Métis and Inuit Peoples living on and off reserve across the entire province.

Qualifications:

Education, Years of Experience:

Graduation from a recognized university or college with a degree or diploma related to the field of work, or an acceptable combination of education, training and experience working with First Nation communities.

Skills/Competencies:

- Knowledge of Prince Edward Island's First Nation communities and Indigenous culture.
- Work in a client-centered environment with clients requiring varying levels of support to improve upon their quality of life.
- Understand the right to self-determination and dignity of risk.
- Be open-minded and build purpose within their work while being self-assured and self-aware.

- Must have an ability to understand, respect and accommodate cultural diversity and the corresponding intergenerational impacts of colonization.
- Ability to build and maintain relationships with clients and those private and public sector employers.
- Negotiate contracts for clients with employers.
- Proven ability to communicate orally and in writing.
- Have sustainable planning and organizational skills.

Employment Counseling/Client Services

- Completing necessary employability assessments and needs determination on all clients and assisting in the development of formal return to work action plans.
- Provide information, direction, advice, and support to clients in the development of their case plans.
- Maintain up-to-date working knowledge of employment and training projects/programs, career counseling techniques, labour market trends, while assisting clients in accessing other support services and resources in support of each client's respective case plan.
- Actively refer clients to employment opportunities and those services required to support the clients case plan and removal of employment barriers.
- Ensure the needs of clients (within their geographic area) are being met by recommending and developing employment-based projects and services.
- Provide employment maintenance services, including for example coaching to clients on job sites.
- Managing and reporting for all projects developed by MCPEI Employment Services in their respective area.
- Development and maintenance of relationships with area employers in the public, private and not-for-profit sectors.
- Supports facilitation of seminars and workshops to clients, both in-house and as part of outreach strategies.
- Participate in regular team meeting for the approval and financial support of client return to work and or education action plans.
- Recommend, develop and/or manage programs and projects including the referral of clients and the corresponding reporting within their service delivery area.

Administration

- Manage the individual client cases using the ARMS database system ensuring scheduled uploading of information for reporting purposes and addressing any discrepancies.
- Assist Senior Program Coordinator in the development of annual operational plans as well as quarterly and yearly reports.
- Provide Senior Program Coordinator with monthly reports on uploaded data.
- Provide information to outside groups, individuals, and organizations about MCPEI employment programs, objectives, and criteria.
- Other duties as required.
- Ensure documentation is kept in accordance with MCPEI and ESDC policies and procedures.

Other

- Successfully pass a Criminal Record Check including the vulnerable sector.
- Provide Covid-19 Immunization Record or Vax Pass.
- Valid driver's licence and access to reliable vehicle.
- Required to carry a minimum of \$2,000,000 third party liability insurance on personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "**Employment Counsellor - Urban**" in the subject line

or deliver resume to

ATTN: Human Resource Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: May 15, 2024, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.