

Career Counsellor Position

Career Development Services (CDS) was founded in 2003. We provide service and support to individuals living in Prince Edward Island who are exploring careers, looking for work, or are in career transition. Our services are free, confidential, and available Island-wide. Client services are delivered on site at CDS and may be in-person, by phone, email and/or video call. For more details please visit: www.cdspei.ca

Responsibilities:

- Provide counselling services related to work and careers.
- Support clients to develop career goals.
- Help clients identify interests, personality traits, skills, and career values using a variety of techniques including standardized career assessments and career exploration tools.
- Provide case management support for individuals as they pursue their career goals.
- Assist with funding applications for training courses and post-secondary education, and for pre-employment programs (as appropriate).
- Connect clients to additional community resources.
- May include delivering workshops or information to groups on career related topics.

Qualifications:

- Master's Degree in Counselling or Social Work.
- Certification with a professional regulatory body is required i.e., PEI Social Work Registration Board (RSW) and/or a CCC designation with CCPA and/or CCT-PEI (CT).
- Experience in client-centered counselling.
- Must have the ability to effectively and comfortably communicate with a variety of clients, team members, and external organizations.
- Microsoft Office skills (Word, Excel) and database management skills are an asset.
- Ability to work collaboratively.
- Case management experience is an asset but not required.

Location: Summerside CDS

Closing Date: Open until filled

Start Date: Negotiable

Employment Term & Salary: Full-time (37.5 hours/week); annual starting salary \$61,831

Please send a cover letter and resume to: admin@cdspei.ca.

If you require more information, please do not hesitate to contact us. We welcome applicants from all backgrounds and are committed to fostering a diverse and inclusive workplace. If you require any accommodations during the recruitment and hiring process, please let us know so that we can ensure a smooth and accessible experience for all qualified candidates. We look forward to hearing from you!