

Job Coach/Employment Counsellor

Location: Rupertsland Institute, Slave Lake, AB

Closing Date: September 13, 2019

Position Status: Full Time (40 hrs per week)

The Organization

Rupertsland Institute (RI) is an affiliate of the Métis Nation of Alberta and has a triple mandate in education, training and research. With a decentralized network of 10 employment services centres, in addition to two mobile service units, RI designs and delivers training and education services to more than 100,000 Alberta Métis.

The RI Vision is: *“A Skilled and Knowledgeable, Self-Reliant Métis Nation.”*

The RI Mission is: *“To enhance the self-sufficiency and well-being of Alberta Métis through quality education, training, and research.”*

For more information about RI and its services and programs, visit us at www.rupertsland.org

The Opportunity

Rupertsland Institute is recruiting for a Job Coach/Employment Counsellor located in the Slave Lake office. This position works to link Métis clients to jobs, provides support to assist them in developing job search strategies, as well as working to achieve long-term sustainable employment. The successful candidate would be responsible for screening clients for job readiness, assessing client skills, developing action plans, preparing clients for job search and matching them with appropriate employment, as well as assisting with skill enhancement and employment maintenance strategies.

Responsibilities:

- Screen clients for job readiness.
- Provide one-on-one and group assistance to clients seeking employment.
- Establish rapport with clients to conduct employability assessments.
- Provide referrals to an employment counsellor for clients looking to upgrade skills.
- Provide regular and consistent support to clients as they complete interventions and help resolve any issues that arise.
- Develop action plans leading to employment goals as well as assist the client to match skills to appropriate jobs.
- Case management of client files.
- Liaise with employers to determine skill requirements for available jobs.
- Liaise with communities and service agencies to recruit interested workers.
- Develop lists of resources for referring clients with barriers.

- Coach clients on job search and interview skills.
- Provide assistance in finding employment to clients who have completed an intervention.
- Document all client information, employment outcomes, interventions into the data system.
- Track clients, employers, results, and other key information.
- Actively market RLI projects and services and present information to stakeholders.

Qualifications

- Strong communication and assessment skills.
- Excellent interpersonal skills.
- Good problem solving and conflict resolution skills.
- Strong time management skills as well as the ability to multitask.
- Ability to maintain confidentiality.
- Knowledge of labor market trends, supply and demand.
- Knowledge of FOIP, PIPA, other relevant legislation.
- Knowledge of community resources and agencies.
- Knowledge of education programs/institutions and occupational requirements.
- Knowledge of challenges, barriers, and social and economic factors facing Aboriginal individuals, particularly Métis.
- Experience networking with different stakeholders and partners.
- Proficient in office software applications, including Word, Excel, Outlook, and Explorer.

Education and Experience:

- Post-secondary education in career development, human/social services, or related field.
- Minimum 3 years' working with clients in a counselling role.

To apply, please send your resume to employment@rupertsland.org no later than September 13, 2019, quoting job JCEC-SL.

Rupertsland Institute thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.