



North End Community Renewal Corporation

The North End Community Renewal Corporation (NECRC) is a local not-for-profit organization committed to the social, economic, and cultural renewal of the North End of Winnipeg.

NECRC has increased responsiveness to Indigenous peoples by promoting a workforce representing the North End community that we serve. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We encourage applications from North End residents, Indigenous persons, those with lived experience and members of equity-seeking groups to self-declare in their application. NECRC is committed to equity and inclusion.

Job Title	Employment Counsellor – PATH Employability Centre
Department	<input type="checkbox"/> Administration <input type="checkbox"/> Housing <input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Economic Development <input type="checkbox"/> Other:
Location	627 Selkirk Avenue, Winnipeg, MB
FTE/Wage	1.0 FTE / \$19.50 per hour (plus mileage and benefits package)
Work Hours	Full time 37.5 hours per week, evenings and weekends as required
Reports to	PATH Employability Centre Programs Manager

Position Summary:

The PATH Employment Counsellor provides job and internship placement assistance, counselling support and labour market information to participant on all aspects of employment search and career planning.

The incumbent uses a problem-solving approach with participants, addressing one or more of the following: career/occupational decision-making, skill enhancement, job search, job matching and employment maintenance, in order to help participant improve their employability and self-sufficiency in the labour market. The incumbent also facilitates Job Readiness workshops and assists in the development of Job Readiness, Job Search and Job Matching workshops tailored towards meeting specific career-life planning needs of individuals.

The incumbent will monitor electronic case management of active participants, assist PATH Programs Manager in monthly, quarterly, and yearly reporting.

General Expectations:

- Collaborate with other staff to ensure optimum alignment of duties and team support.
- Participate in program meetings and relevant trainings as required.
- Establish and maintain a favorable public image and promote positive relationships by representing NECRC within the local community and by collaborating with area partner agencies.
- Leads or attends meetings related to duties and responsibilities, whether internal or external, and participate actively. Coordinate and assist with events that support our programs and organization
- Empower clients in building their strengths to develop skills needed their future
- Other duties as assigned

Core Competencies:

- Proven ability to apply a high degree of discretion in establishing supportive, trusting relationships with clients
- Proven ability to work effectively across organizational departments and in a team and partnership context
- Demonstrated ability to build relationships with internal and external clients
- Demonstrated ability to build and maintain professional, confidential relationships with multi-barrier individuals
- Knowledge and awareness of Cultural Diversity
- Knowledge of current social issues such as poverty, homelessness, mental illness, addictions, domestic violence, child protection, et cetera
- Knowledge of community resources and methods of access
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong time management skills



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KNOWLEDGE AND EXPERIENCE:

- Minimum of 1 to 3 years' experience working in employment/career counselling field
- Minimum 1 to 3 years with case/participant management
- 1 to 3 years working in a non-profit organization.
- Knowledge of community resources for people experiencing poverty
- Familiarity with North End communities and marginalized communities
- Understanding of a trauma informed approach to both participant and staff is always required
- Must be a self-starter who is highly organized, able to prioritize and is highly flexible/adaptive
- Must be able to diffuse confrontational individuals that may enter the Centre
- Strong understanding of Google Calendar and associated resources
- Strong time management skills

SKILLS AND EXPECTATIONS:

- Knowledge of the North End and inner-city communities
- Strong verbal and written communication skills
- Strong time management skills
- Demonstrated ability to work in teams with professionals and volunteers
- Demonstrated understanding of adult learning practices
- Ability to maintain calm demeanor under stress
- Ability to work in hectic environment in office and on site
- Independent, organized, with strong initiative
- Proficient in keyboarding – 35-40 wpm
- Must have excellent computer skills, including MS Office, Word, Excel and Outlook

PROCESSES AND PROCEDURES:

- Understanding of ethical practices and standards in the field and a practice consistent with the values of NECRC
- Maintains confidentiality of participant and staff
- Maintains up-to-date case management files, including maintenance of hard copy documents and client database records, such as service intervention notes, SPRS records, follow-up records and client action plan outcomes
- Maintains current information on a local labour market and hiring practices
- Refer and connect participant to additional supports
- Performs client follow-up
- Researches, analyzes, and reports on information regarding labour market
- Provides input at monthly team meetings
- Compiles labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Directly markets multi-barrier clients to employers, ensuring client technical and essential skills match employer expectations

CASE MANAGEMENT:

- Demonstrated adaptability and versatility in a changing work environment
- Assists with client/employer concerns and issues, referring to Programs Manager when needed
- Assists participant with their development of a return to work action plan that includes goals, steps to achieve those goals, and responsibilities and timelines
- Works in consultation with PATH Programs Manager select potential community/employers for program collaboration
- Maintains continuous relationships with collaborating community and employment partners and agencies
- Promotes PATH/NECRC programs and services to community agencies, as well as at career/job fairs and other meetings on and off-site
- Gives presentations and workshop delivery from small to large groups on PATH/NECRC programs and services, as directed on and off-site
- Ability to assess situations, determine the importance, urgency and risks, and to make clear decisions
- Ability to effectively apply employment counselling knowledge in working with participants
- Ability to assess barriers to employment, write employment plans, and assist participant in problem-solving and attaining goals
- Interviews participants to obtain employment history, educational background and career goals; and assists participant write resumes and prepare for job interviews
- Performs case management follow-up by reviewing and monitoring progress of individual client action plans as



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- required, making recommendations to appropriate programs in relation to client resources
- Provides assessment, coaching and referral services as appropriate to participant
- Links participant to appropriate community resources and provides other supports as needed
- Adheres to all PHIA and FIPPA guidelines

To apply, please send resume and cover letter detailing the relevant experience and/or training that will make you a good candidate for the position to Simone Beaudet, HR Manager at simone@necrc.org

Resumes without a cover letter will not be considered.

Thank you for your application, applicants considered for the position will be contacted.

May 17, 2022