



Employment and Training Counsellor

Description

MANITOBA MÉTIS FEDERATION

EMPLOYMENT AND TRAINING COUNSELLOR

October 11, 2024

Posting #24-02-009 (REPOSTED)

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Employment and Training Counsellor** position within our **Métis Employment & Training Department** located within the MET Recruitment Office at 200 Main Street in **Winnipeg, MB**. The salary range for this position is between \$42,500-\$48,000.

Duties

Job Duties/Competencies:

- Conduct assessments of clients to determine employment needs and eligibility for MET programs and services;

Closing Date

January 24, 2025

Categories

Education, Law and Social, Community and Government Services

Employer

Manitoba Metis Federation

Location

Downtown

Address

200 Main Street
Winnipeg, R3C 1A8

Job Type

Full-time

Education Level

College

- Assess client needs through an interview process, gather information and determine eligibility, determine client training/employment readiness, career/education goals;
- Provide clients with job search assistance, information on programs, services and community resources, referrals to counselling or community services, and labour market information;
- Develop appropriate employment and training plans with clients and match the identified employment needs with appropriate MET programs or services;
- Provide ongoing counselling support to clients during employment and training activities;
- Prepare and monitor cash flows and other financial documentation for client files;
- Research and access labour market information and job postings utilizing the Internet, local newspapers and other professional publications;
- Establish and maintain a network of contacts with community resource programs, school divisions, training institutions, and other government programs and services.

Qualification

Skills and Qualifications:

- Post-secondary education and experience in the Social Sciences field or an equivalent combination of education, training, and experience;
- Minimum of two years of experience in employment/career counselling;
- Experience facilitating presentations and workshops to client groups;
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Power Point, and computerized case/client management data systems;
- Experience establishing and maintaining solid working relationships with a diverse array of partners, clients, and co-workers;
- Strong client orientation and quality assurance skills, organizational skills with the ability to manage multiple priorities, work under pressure and adapt to conflicting and tight deadlines;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees is preferred;
- Knowledge of Red River Métis culture and MMF programs and services is a definite asset; and,

- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.