



Employment and Training Counsellor

Description

MANITOBA MÉTIS FEDERATION

EMPLOYMENT AND TRAINING COUNSELLOR

November 4, 2024

Posting #23-02-017 (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 our MMF Interlake Regional Office in **St. Laurent, MB**.

Duties

Job Duties/Competencies:

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

Closing Date

April 4, 2025

Categories

Education, Law and Social, Community and Government Services

Employer

Manitoba Metis Federation

Location

Rural

Address

Lot 28 St. Laurent Drive St. Laurent, R0C 2S0

Job Type

Full-time

Education Level

College

- 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 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.