



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT AND TRAINING
CAREER EMPLOYMENT COUNSELLOR (2)
SIKSIKA NATION ON-RESERVE



PERMANENT FULL TIME
Closing Date: OPEN until roll is filled
MAY 2023

GENERAL STATEMENT OF POSITION:

Career Employment Counsellor (CEC) is responsible for Serving clients - by assessing and case managing clients in the areas of employment, training, education, and applicable financial assistance. Under the direction of the Team Lead assist with any Special Training Programs outlined in the SETS 5-Year Business Plan and yearly SETS Operational Plan. Understand and implement the ISETS funding guidelines and eligibility criteria. The CEC is accountable for adequate assessments, creating & managing case files and follow-up with clients to ensure employment readiness of Siksika Nation Clients.

REPORTS TO: LEAD COMMUNITY EMPLOYMENT COUSELLOR AND MANAGER OF SETS

DUTIES AND RESPONSIBILITIES:

- Performs assessment to determine client needs based on Education, Training or Employment.
- Assist and guide clients to develop job readiness skills and job search strategies.
- Case manage and maintain proper records.
- Enter client data into databases.
- Maintain client files both electronically and hardcopy.
- Identify barriers to employment and create a plan to address the barriers.
- Accesses Labor Market information to enhance client's employability and earnings potential.
- Monthly, Quarterly and Year-End Reporting- Client data and activity reports.
- Performs other related duties as required or assigned by the SETS Manager.

EDUCATION AND EXPERIENCE:

- Minimum of Grade 12
- Certified Career Counselling Certificate or Career Development and Academic Advising Certificate is an asset or willingness to obtain within two years.
- Experience with Siksika Culture and Elder Protocols
- Experience creating and/or utilizing database software and spreadsheets.
- Experience advising clients to pursue their educational paths.
- Experience utilizing and interpreting policies and procedures.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting closing date. **Please quote Competition #088-2023 on your cover letter.**

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.
4. Vaccination Record.

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and must provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.