



“Those Who Are Successful”

EMPLOYMENT SERVICES OFFICER Job Posting

In accordance with our Employment Equity goals for this position, applications from people of Aboriginal Ancestry are particularly encouraged.

Position: EMPLOYMENT SERVICES OFFICER
Term: Full Time Position
Location: Sudbury
Salary: negotiable - dependent on qualifications and experience

1. Client Services

Provide employment counselling; conduct a service needs determination; assist clients with occupational research, career action plans, job search activities and job maintenance issues; develop client action plans; case Management for clients; Develop and administer contracts for client interventions; prepare requests to other LDM's and First Nations for client interventions; Coordinate client services (including referrals) with external employment service providers; marketing clients to employers; Monitor and follow-up on clients to determine measurements;

2. Workshops, Information Sessions and Training

Assess client and community needs for workshops and training; Coordinate workshops and training; develop workshop curriculum, materials and resources; deliver and/or facilitation of workshops and information sessions; evaluate training / workshops; Evaluate external trainers; Provide support and follow-up services to workshop participants and monitor measurement results;

3. Employer Services

- Outreach to employers to identify opportunities in the “hidden” job market, matching of skills and interests with employment opportunities and employers needs.
- Development of support plans with the client and the employer.
- Establish and implement system to provide mentoring/coaching support to clients and employers

4. First Nations/Community Organizations/Sponsors

Assist potential sponsors in the development of project proposals for Gezhtoojig Programs; develop and administer contracts for sponsors; monitor projects funded by Gezhtoojig;

5. Networking / Consultations / Marketing

Research, obtain, update information from government, service providers, community economic development, employment/training programs and training institutions/trainers; research youth, apprenticeship and disabled programs and funding sources requirements; research employment/training service providers and their relevant programs and services; Promote and maintain partnerships within the communities; information sharing with communities, First Nations and other relevant organizations/associations;

6. Reporting/Administration

Prepare regular narrative reports outlining services provided to clients, workshop / training delivered and provide to Manager, Board of Directors, funding agencies and relevant partners;

Head Office:
Shawanaga First Nation
R.R.#1
Nobel, ON P0G 1G0

Mailing Address:
117 Elm Street, Unit 102
Sudbury, Ontario P3C 1T3
Phone: (705) 524-6772 Fax: (705) 524-5152



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Financial accountability and administration of budgets in conjunction with General Manager. file maintenance; payment of client interventions;

7. **Planning**

Develop annual workplan and workshop schedules as required;

From time to time, other duties may be assigned to help promote the mandate of the organization.

POSITION QUALIFICATIONS

- Post secondary degree or diploma in career & work counsellor program, education, social work, Native Human Services, or related field;
- Minimum two years work experience in counselling, workshop delivery & design, employment counselling services and/or experience in relevant counselling role.
- Demonstrate excellent knowledge of Aboriginal employment and training issues and experience working with Aboriginal organizations and communities; knowledge of government departments/agencies and private sector organizations that deliver employment and training programs and services;
- excellent research and analytical skills, advanced word processing, effective verbal and written communication skills, work well in a team environment, possess excellent counselling skills and have a sound knowledge of the internet;
- Knowledge of government programs and funding sources;

WORKING CONDITIONS

Typical office environment.

Frequent travel required.

Flexible hours of work required.

Valid driver's licence.

Valid automobile insurance.

POSTING DATE: April 8, 2025

CLOSING DATE: Open Until Position is Filled

Please forward application to:

Debbie Recollet
General Manager
117 Elm Street, Unit # 102
Sudbury, ON
P3C 1T3
debbier@gezhtoojig.ca

For further information please contact Debbie Recollet

You must confirm receipt of your application

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