

Nokee Kwe

Mission: *Nokee Kwe, founded on Aboriginal principles, is dedicated to creating, promoting, and sustaining culturally sensitive environments, which encourage and support personal development and self-determination.*

Vision: *At Nokee Kwe, we will be known as an organization that is a leader in the provision of holistic and comprehensive services to Aboriginal and non-Aboriginal individuals, assisting them in making meaningful life choices.*

JOB DESCRIPTION: Employment Specialist Outreach/Facilitator

Job Summary

The individual in this position will conduct intake with new clients, assist with goal-directed career assessment, career counselling/employment counselling, conduct outreach as required, create client files, enter relevant data, and support Better Jobs Ontario applications, job fairs, and other programs/events as needed.

You will provide professional decision-making support and guidance for employment and/or education using a variety of tools and techniques. In conjunction with the client, you will create an action plan with appropriate internal/community referrals when necessary. Follow-up and case conferences to support clients are required, and advocacy may be involved.

This position requires group facilitation skills, workplace technical skills, experience developing/implementing workshops (in-person or virtual), and presentation skills.

Essential Job Functions:

- Conduct individual intake assessments using motivational interviewing techniques and strength-based counselling
- Determine client eligibility/suitability for programs
- Identify barriers to employment/education and discuss with clients; assist to create plan to overcome these barriers if the client so chooses
- Provide guidance, support, and expertise in developing career plans in conjunction with the client, and outlining action steps to be taken by client/Nokee Kwe staff
- Refer clients to other internal and external programs/services, and continue to provide support when necessary
- Be thoroughly familiar with electronic, print and other resources that may be used in making helpful career and job search suggestions to clients. Use this knowledge to determine which resources will benefit individual clients
- Create, maintain, update client files and close electronic and hard copy client files in CaMS and in conjunction with organizational policies, procedures, processes, and CaMS guidelines
- Maintain regular monitoring schedules for clients on the case load and pending reviews/follow-up's
- Issue correspondence to clients who cannot be reached electronically or by phone
- Generate monthly reports on activities
- Maintain statistics on activities (electronic and hard copy)
- Be knowledgeable of and able to use information about transferable skills from one industry/occupation to another, to advise client
- Assist client to develop and create resumes/cover letters/list of references
- Provide information/resources for clients' independent career/employment search
- Keep up to date with program staff regarding client status
- When required, develop approved partnerships with community groups
- As part of a team, work to achieve internal and funder targets
- Assist drop-in clients
- Conduct outreach to promote Nokee Kwe programs and Services
- Deliver Nokee Kwe information sessions internally and externally as required
- Attend program, staff and annual general meetings when required
- Facilitate workshops as required
- Keep current on labour market trends/information and be knowledgeable of community resources
- Participate in cross-training as required

- Attend and complete required training/professional development

Educational and Experiential Requirements:

- post –secondary degree/diploma in a related field (e.g., career development, employment counseling, social work, psychology) – *preference will be given to those with a Career Development Practitioner Certification and/or related experience*
- 5+ years vocational/employment counselling

Additional Knowledge Requirements:

- Intake counselling skills
- Strength-based counselling skills
- Labour market information and resources
- Follow-up skills
- Cultural diversity and inclusion
- Sector-specific resume/cover letter writing
- Employability skills
- Working with adults
- Principles of privacy legislation
- Community resources

Additional Experience/Skills/Personality:

- Excellent customer service
- Outgoing, personable, solid team player
- Essential skills training/experience
- Organizational, and time management skills
- Able to meet targets
- Demonstrated ability to work independently
- Case and file management skills
- Computer skills (e.g. data entry, MS Word, email, web browsing, remote work tools, social networking, attachments- power point and/or excel an asset)

Additional “Nice to Have’s”:

- Common assessment certification
- Certifications in career assessment tools, e.g. MBTI; Personality Dimensions; Interest Inventories; etc.
- Health and safety
- Cultural diversity training
- Privacy training
- First Aid and CPR

Reviewed 2023