

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Youth Employment Counsellor
Department: Employment and Training
Hours: 35 hours per week, Monday–Friday, 8:30 a.m.–4:30 p.m.

Term: Permanent Full-Time
Salary: Competitive salary range

Posting Date: February 26, 2024

Closing Date: March 8, 2024 at 4:30p.m.

JOB SUMMARY:

Reporting to the Employment and Training Manager, the **Youth Employment Counsellor** will work as part of the E&T service delivery team to manage client intake, assist with records management, reporting and communication as required. This position will assist clients in obtaining a job, keeping a job and/or acquiring a better job. This position will provide professional advice on job search guidance, career advice and/or placement. The main objective is to develop an employment plan of action and follow through with appropriate interventions deemed necessary.

The **Youth Employment Counsellor** will primarily work with youth clients ages 15-30 years but will not be limited to this age group.

QUALIFICATIONS:

1. A bachelor's degree or college diploma in employment counselling, career development or in a related field, such as human resources, psychology, education, or social services is required.
2. Knowledge of return-to-work strategies and life skills.
3. Knowledge of the labour market, workplace practices, job search strategies and techniques.
4. Must be proficient in MS Office Applications – Word, Excel, PowerPoint, Access, Outlook, and the Internet.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover Letter – **must address the qualifications outlined.**
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent (completed within a 6-month timeframe) Vulnerable Sector CPIC, **at their own expense.**
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email

hr.recruitment@oneida.on.ca.

“People of the Standing Stone”

www.oneida.on.ca