



**Shuswap Nation Tribal Council
Job Posting (Internal/External)
Employment Placement Specialist**



The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for an **Employment Placement Specialist**.

POSITION: Reporting to the ATEC Program Manager, the Employment Placement Specialist will work out of the Kamloops North, WorkBC office, and provide career/employment counselling support to clients as well as promotes employment and training programs in a friendly, courteous, and helpful manner. This is a full-time permanent position requiring 35 hours per week.

Relevant Knowledge and Abilities

- Knowledge of business machine operations: fax, photocopier, computer, and scanner.
- Prepare training contract documents for approval.
- Work with clients to develop return to work action plans and maintain.
- Develop progress and continuous development strategies and goals for each participant.
- Evaluates client eligibility for programs and services.
- Demonstrate ability to multi-task, set priorities effectively under tight deadlines and problem solve.
- Interview clients and identifies interests, skills, suitability, and job readiness.
- Experience in public speaking and group facilitation.

Requirements and Qualifications:

- Minimum of diploma in social sciences discipline (education, social work) or career practitioner certification, with 2--3 years of experience or the equivalent combination of education and work experience.
- Strong technical competency of computer skills and knowledge of computer programs such as Microsoft applications, Outlook, and database.
- A valid BC Drivers' license with drivers' abstract, reliable vehicle and willingness to travel on SNTC business are required.
- Work experience with Aboriginal organizations.
- Maintain confidentiality on all client files and other relevant information.
- Provide itinerant services to outlying regions on a regular basis.

In accordance with the SNTC Human Resource Policy, the priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **Employment Specialist** in the email subject line, by email to atecmanager@shuswapnation.org. Drop off, or mail to 144 Briar Ave, Kamloops BC, V2B 1C1. Deadline **April 30, 2021**. The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.