



## Shuswap Nation Tribal Council Aboriginal Training & Employment Centre



### Job Posting (Internal/External) Employment Counsellor

#### About us:

The Shuswap Nation Tribal Council (SNTC) was established in 1980 to champion First Nations rights. Operating under SNTC, the Aboriginal Training and Employment Centre (ATEC) provides culturally responsive employment services to First Nations job seekers.

Our devoted team is committed to empowering First Nations individuals to discover their strengths, conquer obstacles, and secure and sustain fulfilling employment that resonates with their unique skills, abilities, and passions. At ATEC, we provide personalized support to the diverse needs of our community members.

#### What we offer:

- A fun, motivated and supportive team
- A friendly and inclusive work environment
- Career development opportunities
- Comprehensive Medical, Dental, and Vision benefits package
- 2 weeks paid vacation in December, in addition to accrued vacation

#### Work Arrangements:

This is a permanent full-time opportunity. The position is 35 hours per week in the office at the ATEC Kamloops location. Working hours are Monday through Friday, 8:30-4:30.

**Expected Salary Range:** \$48,230.00 - \$60,060.00 dependent on qualifications

**The Opportunity:** The Employment Counsellor will report to the Program Manager and will be responsible for providing intake, case management, and personalized career and job search support. The role involves establishing positive relationships with First Nations clients, motivating and supporting them to achieve their employment goals outlined in their individual action plans, and delivering exceptional customer service.

#### Tasks include:

- Process funding applications and prepare documents for approval.
- Work with clients to develop and maintain return-to-work action plans.
- Develop progress and continuous development strategies and goals for each participant.
- Evaluate client eligibility for programs and services.
- Interview clients and identify interests, skills, suitability, and job readiness.
- Network with community service providers, employers and other stakeholders.
- Create and maintain client database files using the Accountability and Resource Management System (ARMS).

## What you bring to the team:

### Relevant Experience, Skills and Abilities:

- Multi-task and set priorities effectively under tight deadlines
- Assessment and problem-solving skills
- Strong relationship and rapport-building
- Excellent active listening skills with an empathic, caring approach
- Knowledge of community resources and supports
- Developing and facilitating life skills workshops
- Conducting client needs assessment
- Experience working with individuals with complex barriers
- Professional written and verbal communication
- Knowledge of effective job search and career decision-making strategies

### Requirements and Qualifications:

- Minimum of a diploma in a social sciences discipline or career practitioner certification, with 2-3 years of experience or equivalent education and work experience
- Strong technical competency in computer skills and knowledge of computer programs such as Microsoft applications, Outlook, Adobe and databases.
- A valid BC driver's license with driver's abstract, reliable vehicle and willingness to travel on SNTC business is required.
- Sound knowledge of Indigenous issues, both historical and current
- Work experience with Indigenous organizations is an asset
- Maintain confidentiality on all client files and other relevant information
- A criminal record check will be required

**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 Indigenous ancestry.**

**How to apply:** Email your resume, cover letter, and references (saved as one Word document) with the subject line "Employment Counsellor" to [atecpm@shuswapnation.org](mailto:atecpm@shuswapnation.org)

**Application deadline:** September 30, 2024.

The Shuswap Nation Tribal Council thanks all applicants for their interest; however, only those selected for an interview will be contacted.