



EMPLOYMENT OPPORTUNITY

Concours # CE 191009 SI

POSITION TITLE:	Employment Counsellor
DURATION:	Indeterminate Full Time /35 hours per week
LOCATION:	Sept-Îles Employment & Training Service Centre 282, boulevard des Montagnais, bureau 4 Uashat, Québec. G4R 5R2
SALARY RANGE:	\$46,567 - \$51,567
POSTING PERIOD:	From October 9 to October 21, 2019 inclusively

Main Duties:

Under the supervision of the Sept-Îles Employment & Training Service Centre Coordinator of the Urban Strategy department of the FNHRDCQ, the Employment Counsellor is responsible for assisting urban Aboriginal clients to develop their potential and to integrate the labour market by providing them support through individual counselling. As such, the employment counsellor participates in the preparation, processing and follow-up of all training and employability-related funding requests, in accordance with the Urban Strategy Guide. The counsellor has the responsibility of providing labour market information, assisting in the planning, implementation and follow-up of programs and services and ensuring effective and professional communication with all stakeholders: clients, employers, colleagues, FNHRDCQ collective and training institution representatives. In order to ensure the success of the training and employability measures provided to clients, the counsellor must keep his/her knowledge in the areas of employment and training up-to-date and be mindful of economic trends and the policies of government partners. The incumbent may be asked to perform other related tasks to be carried out in accordance with the objectives of First Nations, Inuit and urban Aboriginal human resources development initiatives.

Requirements:

- University degree in counseling, social work, counseling, psychology or a relevant field; or
- College diploma in one of the above fields, combined with experience in the field of training and/or employment;
- Excellent command of oral and written communication in French;
- Knowledge of a First Nations language is an asset;
- Excellent knowledge of common software, including Microsoft Office 365 (Word, PowerPoint, Excel, Outlook), Internet and others;
- To have a valid driver's license and a car is an asset but not required.

Skills required:

- Dynamic, liability, autonomy and ability to work as part of a team;
- Relevant experience in working with Aboriginal clientele in the areas of employment and training;
- Discretion, punctuality, organizational skills;
- Familiar with the labour market and Aboriginal institutions in the Sept-Îles region.

Only candidates who meet the requirements will be invited for an interview.

*Where skills are equal, priority will be given to Aboriginals.

If you are interested in this position, please send your curriculum vitae, along with a letter of intent, three professional references and copies of your certificates/diplomas, before **Monday, October 21, 2019 at 4:00 p.m.**, to the attention of:

Ida LaBillois-Montour, Human Resources Counselor
First Nations Human Resources Development Commission of Quebec
By email to ilmontour@cdrhpnq.qc.ca or by fax: (450) 638-4101