



## Ooknakane Friendship Centre

146 Ellis Street, Penticton, BC V2A 4L5

Telephone: (250) 490-3504 Fax: (250) 490-0891

Website: <http://www.friendshipcentre.ca/>

### **Position Summary: Pre-Employment and Skills development Coordinator**

The Case Worker is responsible for working with clients one-on-one and in small groups to assist them to overcome one or more barriers that are inhibiting their ability to gain employment. Clients will range from 19-24 and 25-49 years of age. The successful candidate will provide education, information, and assistance to clients on all aspects of employment, education, training, and life career planning. The Case Worker takes a hands-on approach to assisting their clients in exploring careers and finding employment including building relationships with potential employers.

### **Qualifications/Requirements:**

- Post-secondary education in Career Development and or Job Club, ACEC, Life Skills, or A&D (a combination of education and professional experience will be considered).
- Ability to format and facilitate employment training and education related workshop activities.
- Proficient in MS office and other computer applications.
- Ability to balance competing priorities and to work well under pressure to meet regular reporting deadlines.
- Excellent communication skills.
- High standard of professionalism and work ethic.
- Knowledge of Indigenous culture, traditions and language is an asset.
- Valid BC Driver's License and reliable transportation.
- Satisfactory criminal records check.

### **Primary Responsibilities:**

- Conduct one-on-one employment counselling and assisting the client to create their Mandatory Action Plan (MAP).
- Interview clients to obtain employment history, educational/training background and career goals.
- Identify barriers to employment and assist clients with job readiness skills, job search strategies, formatting resumes and cover letters, skills development, preparing for job interviews and transition to work.
- Conduct appropriate referrals for clients to secure assistance in drug and alcohol issues, mental health, rehabilitation, financial aid, or skills development training.
- Prepare and facilitate skills training workshops.

- Schedule service delivery to participating communities (may require overnight travel).
- Research and collect labour market information for clients.
- Maintain a job bank of clients to refer to casual labour positions within the communities.
- Liaise with local employers to assist with recruiting and maintaining aboriginal employment.
- Market employment and training programs and services and provide outreach assistance.
- Prepare reports for supervisor and funding agencies.
- Assist with typing forms, letters, data entry, and faxing, photocopying, scheduling, and confirming appointments.
- Compile and distribute weekly job postings via email or fax to community outreach locations as well as assisting to maintain the daily job posting boards and binder.
- Other duties or responsibilities as assigned by your supervisor or ED.

**Core Competencies:**

- Experience working with Indigenous clients
- Strength based approaches
- Client focus
- Initiative
- Teamwork
- Valuing cultural diversity
- Work ethic and values

Applications can be delivered to Ooknakane Friendship Centre or emailed to [pm@friendshipcentre.ca](mailto:pm@friendshipcentre.ca)

Attention: Nadia Cutler