

# CAREER & EMPLOYMENT COUNSELLOR

## DESCRIPTION

Career and Employment Counselor (CEC) help clients to identify realistic life and career goals in order to regain financial independence. As a CEC your knowledge of the labour market is integral to connect clients to jobs. Strong communication and interpersonal skills are essential, as is your ability to engage and develop relationships with internal staff, community partners, and clients.

Saamis Employment & Training Association is an Indigenous organization with a mandate to serve the Indigenous population of Lethbridge, Medicine Hat and surrounding areas. As a CEC you will provide work search assistance and career counseling to individuals and groups. Using your interviewing and assessment skills, you will assess their employability and learning needs and you'll assist them to make informed choices regarding training to increase their employability. You will also work with clients to develop a plan that will put them on the path to attaining their career and employment goals. You will accomplish this by providing advice and support related to labour market information, job search strategies, training options, career planning, financial and community resources, and eligibility for our training and education programs.

Along with the commitment to providing exceptional customer service, you will bring well-developed organizational and effective problem-solving skills, as well as the ability to adapt to changing priorities and work pressures. Building collaborative relationships and fostering creativity and innovation will allow you to be successful in this role.

## THE IDEAL CANDIDATE WILL HAVE:

- **Creative Problem Solving:** ability to assess options and implications in new ways to achieve outcomes and solutions.
- **Drive for Results:** knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability
- **Networking Skills:** proactively building networks, connecting, and building trust in relationships with different stakeholders
- **Development for Self and Others:** a commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself and others

## QUALIFICATIONS

A university degree in Social Sciences and at least two years of related experience is required. Experience working with the Indigenous population and employability programs and assessment skills are also required.

**Equivalencies will be considered.**

## SALARY

\$1,750–\$2,100 (bi-weekly)

\$45,000–\$54,600 (annually)

## CLOSING STATEMENT

We thank all applicants for their interest. All applications will be reviewed to determine which candidates best meets the need of the position. Only individuals selected for interviews will be contacted via email.

## HOW TO APPLY

Email your cover letter, resume, references, and educational documents to [a.wagar@saamisemployment.com](mailto:a.wagar@saamisemployment.com). Please include a description of your experience working with and/or associating and understanding of the Indigenous people of our area.

**Please submit your documents in one file. No phone calls please.**



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