



JOB OPPORTUNITY

Job Title: Employment Counsellor

Permanent, Full Time – This job is open to both women and men

Immediate Supervisor: Coordinator

The masculine form is used for conciseness purposes only

Organizational Profile

As one of the regional commissions of the Assembly of First Nations of Quebec and Labrador (AFNQL), the First Nations Human Resources Development Commission of Quebec (FNHRDCQ), on behalf of 27 First Nations, is responsible for administering the Indigenous Skills and Employment Training (ISET) Program and the Urban ISET Program, which supports First Nations, Métis and Inuit people living in urban areas across Quebec. Through its 31 Employment and Training Service Centres (ETSCs), located in 27 First Nations communities and 4 cities (Montreal, Quebec City, Val-d'Or and Sept-Îles), the FNHRDCQ helps clients enter the labour market by offering various employment and training measures.

Job Summary

In compliance with the FNHRDCQ's Terms of reference, mission, orientations, values and general policies and under the supervision of the Coordinator, the incumbent is responsible for assisting urban Indigenous clients to develop their potential and to integrate the labour market by providing them support through individual counselling. They participate in the preparation, processing and follow-up of all training and employability-related funding requests, in accordance with the Urban Strategy Guide. They are responsible for 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 members and training institution representatives.

DUTIES AND RESPONSIBILITIES

1. Gather information on training and/or employability

- Develop relationships with private and public organizations and education and training institutions to coordinate training and placement, as required;
- Assist in the design of surveys and researches to collect statistical data;
- Analyze data from labour market information;
- Participate in meetings, seminars and training sessions as requested by the Coordinator.

2. Provide employment counselling

- Assess the client's particular needs;
- Establish an action plan and provide support;
- Ensure the compliance of the application and client file;
- Conduct follow-up with clients and stakeholders, and monitor results;
- Proceed with closing of files.

3. Develop skills workshops

- Identify client needs and topics to be addressed, prepare materials and facilitate information sessions; or skills/training workshops to support target groups (e.g. resume preparation, mock interviews, etc.);
- Provide support for the coordination and management of all training and/or employability projects.

4. Perform other related duties

- Perform other related duties as required and requested by the Coordinator;
- Be available to travel and hold a valid driver's licence.

REQUIREMENTS

- University degree in counselling, social work, psychology, helping professions or a related field; or College diploma in one of the above-mentioned fields, combined with experience in the area of training and/or employment;
- 2-3 years experience in the area of training and/or employment;
- Advanced communication skills in French;
- Proficiency in an Indigenous language and/or English (an asset);
- Effective time-management skills and ability to work under pressure;
- Good knowledge of the labour market, the region's school and community environment, and the available programs and services;
- Good understanding of the realities of the urban Indigenous community and clientele, as well as Indigenous structures and institutions;
- Excellent counseling skills and ability to solve complex problems;
- Good knowledge of referral and support programs and services;
- Intermediate knowledge of the Microsoft Office Suite, internet, e-mail.

CONDITIONS OF EMPLOYMENT

Remuneration:	According to the current FNHRDCQ salary scale
Work Location:	282, boulevard des Montagnais, bureau 3, Uashat (Québec) G4R 5R2
Hiring Priority:	Internal posting for FNHRDCQ employees and external posting. Priority will be given to First Nations
To Apply:	Interested candidates may send their curriculum vitae and cover letter to reception@cdrhpng.qc.ca
Posting Date:	August 12, 2020
Closing date:	August 26, 2020, midnight