

<b>Job Title</b>	Employment Counselor
<b>Programs</b>	CareerNet Program
<b>Departments</b>	Employment
<b>Reports to</b>	Employment & Operations Manager

### Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work.

### Who YOU are?

As an Employment Counselor for the CareerNet Program, you are an integral part of the SIA team and bring your passion for facilitating and providing career development to our clients. You will support Newcomers learn and develop their employability skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

### What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

### How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working part-time from home through several virtual means and connecting with clients and team members through online tools like Zoom and Microsoft Suite. Some in-person meetings with clients is required of this position with safety precautions and procedures in place.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

### Job Purpose

This position is responsible for providing career counseling to clients by providing employment resources and making referrals to accessible programs and services that may further their opportunity to gaining

employment. The CECR will be responsible in writing narrative reports pertaining to their role in the program under the supervision of the Employment & Operations Manager (E&OM).

## **Position Details**

### **Hours**

37.5 hours per week – evenings and weekends will be required

### **Wage**

\$23.50 - \$25.50 per hour depending on experience & qualifications

### **Contract Length**

September 14, 2020 – March 31, 2021 with possibility of extension

### **Deadline to Apply**

September 4, 2020

## **Duties and Responsibilities**

### **Program Administration**

- Assist the CareerNet team to ensure all narrative and activity reports for the program shows demonstrated outcomes and share with management and funders before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to the management, funders, and the financial department
- Communicate program objectives and specific client action plans with the other CareerNet Program employees and gather their reports and compile the information to provide detailed interim and final reports to the Funder
- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Maintain proper filing of client information that is in compliance with confidentiality requirements
- Contribute to the program's renewal process with proposal writing abiding by funding guidelines and regulations
- Communicate, support, and meet regularly with other Employment team members

### **Program Coordination**

- Provide employment counseling services clients in urban and rural communities within Saskatchewan
- Help clients with job search strategies, writing resumes and preparing for job interviews
- Interview clients about their employment history, educational background and career goals
- Use assessment tools to find out clients' interests, aptitudes, and abilities
- Give clients information about achieving their career goals in their community
- Provide established workers with information and strategies for maintaining a job or moving within an organization, making career changes, and adjusting to workplace transitions
- Provide support with application and registration processes to educational and professional development opportunities
- Assist with recruiting participants, review applications, and place eligible participants in the program
- Use online-communication software to host and deliver live/pre-recorded workshops/webinars to program participants, funders, and community partners
- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Establish and maintain a respectful and professional relationship with program participants
- Provide follow-up care and support for participants when needed
- Plan and organize program specific events as required

### **Agency Related Duties**

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

## **Qualifications**

### **Education**

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, English Language Arts, International Studies, Indigenous Studies, Women's and Gender Studies, Social Work or Psychology

### **Experience**

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- An equivalent combination of education and work-related experience will be considered

### **Knowledge, Skills and Abilities**

- Knowledge and appreciation of contemporary issues related to equity, such as intercultural understanding, inclusion, anti-racism, Indigenous cultural safety, human rights, language rights and cultural retention
- Extensive knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Familiarity with online communication software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

### **Requirement of Employment**

- Criminal record check
- Access to high speed internet at home

## **Direct Reports**

None

## **How to apply**

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to [jobs@saskintercultural.org](mailto:jobs@saskintercultural.org)

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you virtually and eventually in person too.

All the best!