



**Eelūnaapéewi Lahkéewiit (Delaware Nation)
JOB POSTING**

EMPLOYMENT & TRAINING COUNSELOR

OBJECTIVE: To provide employment and counseling services to all employable Delaware Nation Band Members.

Duties and Responsibilities (shall include but not be limited to):

JOB SUMMARY

LOCATION:

Employment & Training Centre
14763 School House Line
R. R. #3
Thamesville, Ontario N0P 2K0

JOB STATUS:

Monday - Friday
Term contract – ending August
31, 2024, 35 hours per week with
flexible hours

SALARY:

To Be Determined

CLOSING DATE:

November 01, 2024 by 4:00 pm

Daily:

- to set-up and organize the Delaware Nation Employment & Training Resource Centre
- to maintain accurate individual client data
- knowledgeable about labour market trends locally and nationally
- liaison with LDM's, H.R.D.C. and other Native Employment agencies
- assist with planning and establishing priorities as it relates to training and employment
- advise community members of available employment/training programs
- interview clients to obtain employment history, educational background, career goals and assess the needs and capabilities of individuals and make appropriate referrals
- assist employers in developing training plans and provide necessary liaison
- contact and network with employers to market clients to assist with referrals, interviewing and selection
- to provide monthly and annual reports on program and activities in progress to administrator
- assist in the implementation of employment workshops
- attend committee meetings when requested, to act as a resource person
- other related duties that may be assigned from time to time, under the direction of the Director of Operations

Qualifications:

- completion of secondary school and several years' experience in services related to counseling or in a helping profession may substitute formal education
- strong communication skills, both verbal and written
- must be customer focused
- exceptional interpersonal skills to deal with client issues
- sound judgement and listening skills to identify clients' needs
- proven ability to work independently but also in a team environment is critical to your success
- strong organizational skills required to juggle the priorities expected

Terms of Position:

Employment Term: 35 hours/week,
Contract – term ending August 29, 2025

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (some flexible hours required)

CLOSING DATE FOR APPLICATIONS:

Interested candidates, please submit a **Cover Letter, Résumé and three (3) Letters of Reference**

- Two (2) work related and one (1) character

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
14760 School House Line,
R. R. #3 Thamesville, Ontario
N0P 2K0

Marked: CONFIDENTIAL – Employment & Training Counselor

Deadline: **November 01, 2024 at 4:00 p.m.**

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.