



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Employment & Training Employment Counsellor
Department: Employment and Training **Term:** Permanent Full Time
Salary: Dependent on Experience
Posting Date: January 09, 2018 **Closing Date:** January 23 2018

SUMMARY:

Under the supervision of the Employment & Training Administration Officer, the Employment Counsellor will work as part of the Employment & Training service delivery team to manage client intake, assist with records management, reporting and communication as required. Provide professional advice to clients regarding job search, career advice or placement. The main objective is to develop an employment plan of action and follow through with appropriate interventions where deemed necessary.

QUALIFICATIONS:

1. Post-Secondary degree or diploma in a related field with two (2) years employment experience in a counseling capacity with similar duties and responsibilities such as, Social Services or Education, **OR:**
2. Completion of Secondary School and 7-10 years of recent experience in services related to employment counseling or in a helping profession, may replace formal education;
3. Solid knowledge of the labour market, workplace practices, job search strategies and techniques, and life skills;
4. Possess a valid Ontario Driver's License and access to a vehicle.

CONDITIONS OF EMPLOYMENT:

The successful candidate will submit a **VS-CPIC (within 1 year)**, prior to starting employment, at own expense.

REQUIREMENTS:

1. Cover Letter, Resume and three (3) recent Supervisory references. Name and telephone numbers only.

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”