



FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4
Phone (780) 828-2430 Fax (780) 828-4680

JOB OPPORTUNITY

CAREER COUNSELLOR – Human Resources Department

General Description:

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment to fill the full-time temporary position of **Career Counsellor**, reporting directly to the Fort McKay Employee Training & Development Officer. The Career Counsellor will be responsible for assisting Fort McKay Community Members by reviewing their assessments, providing coaching and training, career and employment counseling; and facilitating job readiness. This is a full-time temporary position and is based on seventy-five (75) hours bi-weekly.

Duties:

- Administer interviews and interpret tests designed to determine the interests, aptitudes and abilities of local residents.
- Meet with clients after assessments are completed and review the assessment with the client. Identify the types of jobs for which the client may be suited and what skills upgrading they may need to be successful.
- Provide life skills and career training and educational counseling.
- Counsel clients on career possibilities, set career goals and provide information and referrals to help the clients attain their career goal(s). Other types of counseling includes drug and alcohol, crisis management, life skills, family, financial management, etc. may be required.
- Identify barriers to obtaining and maintaining employment and assist clients with such matters as job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Assess the need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services.
- Assist in maintaining a database, of local residents interested in employment, with industry partners.
- Pursue opportunities for training and apprenticeship for participants; working with HR department to arrange for training courses or upgrading and financial support as required. Liaise with contractors to ensure participants are getting credits towards apprenticeships.
- Maintain confidential client files, ensuring all of the proper documentation is complete.
- Undergo ongoing upgrading to coincide with the new job requirements as a consequence in changing labour market needs. Areas of training may include but is not limited to computer training, life skills, cultural awareness training, counseling training, labour market information training, etc.

Required Competencies:

Candidates are required to have the following competencies:

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| • Strong Interpersonal Skills | • Job Knowledge | • Teamwork |
| • Adaptability | • Productivity | • Excellent listening, problem solving, oral and written skills |
| • Dependability | • Strong Computer Skills (proficiency with MS Office and Internet) | • Strong organizational and administrative skills |
| • Integrity/Ethics | • Client focus | |

We appreciate the interest of all applicants; only those selected for interviews will be contacted.



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Qualifications:

- Diploma of Counseling and 1-2 years' experience as an employment counselor. An equivalent amount of education or experience may be considered.
- Experience with at risk youth is essential.
- Knowledge of addiction and drug abuse issues.
- Experience with Aboriginal organizations.
- Experience working with Myers Briggs, Birkman and other assessment tools.
- Working knowledge of social and community issue in Aboriginal communities.
- Knowledge of labour market trends, Statistics Canada reports and finding, and local employment trends in the medium and long-term.

Closing Date: *Open Until Filled*

Please forward resume to:

Attn: Human Resources

Fort McKay First Nation

P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: bcourteoreille@fortmckay.com

Fax: (780)828-4680 (attention Bonnie Courteoreille)

Please ensure you indicate the job you are applying for

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