



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.

The Metis Employment & Training Department (MET) seeks to fill one full-time **Employment & Training Counselor** position located at the **MET Recruitment Office at MMF Home Office in Winnipeg, MB**; remuneration is \$30,302 - \$39,851 per annum, depending on qualifications and experience.

REPOSTED

Employment & Training Counselor – Winnipeg

Under the supervision and direction of the MET Recruitment Coordinator, the Employment & Training Counselor conducts assessments of clients to determine employment needs and eligibility for MET programs and services; determines client training/employment readiness; counsels, develops action plans and negotiates financial support with clients; and provides clients with job search assistance, referrals to counseling or community services, and labor market information; and provides ongoing counseling support to clients during employment and training activities.

Skills and Qualifications:

- Post-secondary degree, certificate or diploma in the Social Sciences field or an equivalent combination of education, training and experience and/or prepared to undertake training to fully meet the requirements of the position
- Relevant Employment/Career/Education Counseling experience
- Demonstrated Case Management experience
- Experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers
- Proficient in MS Word, Excel, Outlook, Power Point, and Internet Explorer
- Sound judgment, problem solving and decision making skills
- Effective interpersonal and communication skills that convey ideas clearly, concisely and in a timely manner including respectful listening, writing and speaking
- Ability to use judgment and initiative in dealing with client caseload & workflow
- Experience working with not-for-profit organizations, volunteer boards & committees & with the Aboriginal community
- Valid Driver's License and able to travel

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.

Please forward covering letter and resume indicating the position you are applying for by Friday, March 23, 2018 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: metresumes@mmf.mb.ca or fax to (204) 947-3251.

All of our job postings can be viewed at www.mmf.mb.ca or www.mmfemployment.ca