



**MANITOBA METIS FEDERATION INC.**

**EMPLOYMENT AND TRAINING COUNSELLOR**

**January 8, 2020**

**Posting #20-013-02**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one **full-time Employment and Training Counsellor** position within our **Metis Employment and Training Department** located within our Home Office at 150 Henry Ave in **Winnipeg, MB**.

**Job Duties/Competencies:**

- Conduct assessments of clients to determine employment needs and eligibility for MET programs and services;
- Assess client needs through an interview process, gather information and determine eligibility, determine client training/employment readiness, career/education goals;
- Provide clients with job search assistance, information on programs, services and community resources, referrals to counselling or community services, and labour market information;
- Develops appropriate employment and training plans with clients and match the identified employment needs with appropriate MET programs or services;
- Provide ongoing counselling support to clients during employment and training activities;
- Utilize database for case management and contract management;
- Prepare and monitor cash flows and other financial documentation for client files;
- Research and access labour market information and job postings utilizing the Internet, local newspapers and other professional publications;
- Establish and maintain a network of contacts with community resource programs, school divisions, training institutions, and other government programs and services;
- Assist in the maintenance of the MET Resource Area and job board in the MET Regional Office;
- Draft correspondence, reports and other documents;

**Skills and Qualifications:**

- Post-secondary education and experience in the Social Sciences field or an equivalent combination of education, training and experience;
- Minimum of two years of experience in employment/career counselling;
- Experience facilitating presentations and workshops to client groups;
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Power Point, and computerized case/client management data systems;
- Experience establishing and maintaining solid working relationships with a diverse array of partners, clients and co-workers;
- Strong client orientation and quality assurance skills, organizational skills with the ability to manage multiple priorities, work under pressure and adapt to conflicting and tight deadlines;
- Flexibility, fairness, integrity, diplomacy and sensitivity to the needs of others;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees is preferred;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter in Word format, referencing the job posting number by Wednesday, January 22, 2020.**

**Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

MMF Human Resources Department  
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Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca) Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca) and [www.mmfemployment.ca](http://www.mmfemployment.ca)