

# Manitoba Government Job Opportunities

## Career Development Consultant - Bilingual and Non-Bilingual (multiple positions)

### AO2 Administrative Officer 2

Regular/full-time; Term/full-time; Term/part-time

Department of Economic Development, Investment and Trade

Workforce Training and Employment, Workforce and Industry Programs and Partnerships

Gimli MB, Selkirk MB, Steinbach MB, Winnipeg MB

**Advertisement Number:** 40015

**Salary(s):** AO2 \$57,401.00 - \$68,787.00 per year

**Closing Date:** January 16, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

An eligibility list may be created for similar regular and term opportunities in various locations throughout the Winnipeg and Eastern Services areas and may remain in effect for 12 months.

This competition will be used to fill regular and term Career Development Consultant (AO2) positions within the department of Economic Development, Investment and Trade. Candidates must identify which work location and position that they wish to be considered for in their application. This may include filling Bilingual positions that become available, where candidates must have the ability to communicate fluently in English and French and would be required to complete French-language assessments prior to hire. As such, Bilingual candidates are encouraged to apply.

### Introduction

The Workforce Training and Employment Branch of Economic Development, Investment and Trade is looking to add Career Development Consultants to the dynamic Winnipeg/Eastern Team responsible for assessing clients' prior learning, skills and interests related to labour market needs and training opportunities, case and financial management and community partnership development.

To be considered for this competition you must submit an application form. See below for further instructions.

[Click here to access the application form.](#)

### Conditions of Employment:

- Must be legally entitled to work in Canada
- Must produce and maintain a satisfactory Criminal Record Check.
- Must have a Valid Manitoba Class 5 Drivers License.
- Must be able to travel including evenings and overnight stays as required.
- Must be able to communicate fluently in both French and English (Note: for Bilingual position only).

### Qualifications:

#### Essential:

- Post-secondary education related to counselling, social sciences, or an equivalent combination of related education and experience.
- Experience providing counselling services to clients on matters related to post-secondary education, training and/or employment.
- Experience supporting individuals with barriers to employment including developing return to work plans and negotiating financial supports
- Excellent interpersonal skills with experience working with a variety of stakeholders, including but not limited to, service providers, clients, educational institutions and employers
- Experience assessing and analyzing applications, funding proposals or related requests against program policies.
- Ability to work under pressure, within tight timelines, and manage a varied workload with changing priorities.
- Effective problem solving skills and decision-making skills.
- Excellent verbal communication skills.
- Strong written communication skills.

- Strong verbal communication skills in French. (For Bilingual positions only).
- Strong written communication skills in French. (For Bilingual positions only).

**Desired:**

- Knowledge of the provincial labour market, employers, community agencies and programs, including employment and training programs and services.

**Duties:**

The Career Development Consultant assesses clients' prior learning, skills and interests, provides the client with information related to labour market needs and training opportunities, assists clients to develop realistic employment action plans, negotiates eligible skills training supports where warranted and monitors client's progress. The Consultant develops and maintains partnerships with community organizations and employers to link unemployed individuals to the resources that meet community and provincial labour market needs. The Consultant assesses both solicited and unsolicited proposals, develops and monitors contracts with third parties. Other activities include case and financial management, actively marketing clients to potential employers and service providers, financial monitoring and provision of information and support to community partners. A detailed position description is available upon request.

**Apply Now:**

Advertisement # 40015  
Service Centre 4  
Human Resource Services  
600-259 Portage Avenue  
Winnipeg, MB, R3B 2A9  
Phone: 204-945-7518  
Fax: 204-945-0601  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**To be considered for this competition you must submit an application form. Complete the application form at the link below or contact Human Resource Services under "Apply to" to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment. Note: Please also provide a resume and cover letter. You may be asked to submit references or other documentation at a later point if invited for further consideration.**

**Please fill-up the appropriate Application Screening Form for the position you are applying for and submit with your resume and cover letter.**

[Click here to access the application form.](#)

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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