

Manitoba Government Job Opportunities

Labour Market Services Advisor- Bilingual and Non-Bilingual (multiple positions)

AO1 Administrative Officer 1

Regular/full-time

Department of Economic Development, Investment and Trade
Winnipeg and Eastern Manitoba Service Area, WorkForce Training and Development
Selkirk MB, Steinbach MB, Winnipeg MB

Advertisement Number: 40014

Salary(s): AO1 \$51,614.00 - \$60,597.00 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 full-time and part-time positions and will remain in effect for 12 months. 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.

This competition may be used to appoint successful candidate(s) to current and future regular, term or acting status appointments subject to staffing approval. Candidates who do not meet the full qualifications of a Labour Market Service Advisor may be considered for a front line clerical role (Clerk 3/CL3) assisting clients within the branch/department.

Introduction

Economic Development, Investment and Trade is looking for highly motivated individuals to fill the positions of Labour Market Services Advisor within its Winnipeg, and Interlake & Eastern Regions Manitoba Service Areas. 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 submit and maintain a satisfactory Criminal Record Check
- Must be able to communicate fluently in both French and English (Note: for Bilingual position only)

Qualifications:

Essential:

- Experience conducting needs assessments of individuals including information gathering in person, over the phone and email
- Experience compiling, reviewing and entering data with strong attention to detail and accuracy
- Experience assisting clients with a variety of job search techniques and methods
- Proficiency using various software applications including Microsoft Office Suite and internet.
- Excellent interpersonal skills with the ability to develop and maintain positive working relationships with co-workers, external organizations, and members of the public
- Ability to manage conflict and de-escalate situations in a professional manner
- Strong time management skills with the ability to multi-task, stay organized and meet conflicting deadlines
- Excellent written communication skills with the ability to write clear and concise case notes and various other written communication
- Excellent verbal communication skills
- Strong verbal communication skills in French. (For Bilingual position only)
- Strong written communication skills in French. (For Bilingual position only)

Desired:

- Post-secondary education in social sciences, education, counselling or employment/coaching related fields. A suitable

combination of education and experience may be considered

- Knowledge of labour market and education, training and employment resources
- Experience using case management systems
- Excellent Customer Service or Call Center experience

Duties:

The Labour Market Service Advisor (LMSA) is the first point of contact for information and assistance on programs and services offered through the Manitoba Jobs and Skills Development Centres. The LMSA conducts initial assessments for a diverse group of clients to determine needs and eligibility and makes referrals to specialized services and community resources. The LMSA is responsible for assisting job seekers by providing information on job search techniques, employment and training programs, learning resources and the labour market. The LMSA is responsible for client case and financial management across a number of system applications.

Apply Now:

Advertisement # 40014
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

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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manitoba.ca/govjobs



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332