North East Native Advancing Society Job Opportunity
Full Time - Term Position Employment Assistance Services Officer

The North East Native Advancing Society is a non-profit charitable organization that provides holistic human resource development programs and services to First Nation, status and non-status and Inuit persons residing in Northeastern BC. Programs are mandated through a series of contribution agreements with the federal and provincial governments to improve the quality of life of First Nation and Inuit persons. Under these agreements, NENAS is responsible for the administration, coordination and facilitation of employment programs and services.

Employment Assistance Services Officer

Reporting to the Manager in Fort St. John, this role will include but not be limited to:

- Delivering client services related to employment counseling and job search activities
- Providing Case File Management services including reporting requirements within established timelines
- Gathering, entering and maintaining client data
- Interview clients to obtain employment history, educational background and career goals
- Assess client's needs by identifying barriers to employment and assist clients with job readiness, job search strategies, writing resumes, and preparing for job interviews and maintaining employment
- Become a member of the program team, working cooperatively with and providing support to the program team to coordinate and provide skills based education and training for clientele
- Compiling and maintaining up-to-date career, labour market and employment readiness resources to assist clients with applying for job openings, entry and skill requirements and other occupational information
- Coordinating and delivering employment related workshops
- Networking with other agencies and local area employers
- Maintaining statistics on employment assistance activities including results follow-up
- Promoting and marketing NENAS services to potential clients, agencies and employers
- May include delivering outreach services to surrounding First Nations communities
- Attending meetings and other duties as required

The successful applicant should possess:

- Minimum Grade 12 education- College diploma or university degree in a relevant field of study
- Experience in Employment Counseling and/or case file management and workshop delivery
- Experience working in a computerized office environment with word processing, database and spreadsheet skills sufficient to prepare correspondence, reports, forms, with speed and accuracy, including the willingness to learn and use new computer programs/applications
- Maintain appearance and conduct suitable for working with the public
- Strong written and verbal communication, interpersonal, and customer-service skills
- Ability to work accurately and meet deadlines with frequent interruptions
- Ability to work well independently as well as part of a team
- Strong work ethics; able to exercise flexibility, initiative, good judgment, discretion and maintain strict confidentiality procedures with good organizational, time management and problem-solving skills
- Knowledge and understanding of aboriginal culture - experience in a First Nations environment is desirable
- A valid driver's license and a clean driver's abstract, as this position will require travel to communities across Northeast BC
- Must be bondable

Salary range will be based on experience and industry standards. Individuals of Aboriginal ancestry are encouraged to apply. Local (Peace Region) applicants will be considered first. While we appreciate all applications, only those short-listed will be contacted. Please submit your cover letter and resume with references by **July 28, 2016** to:

Deanne McLeod, Manager
North East Native Advancing Society
10328 – 101st Avenue, Fort St. John, B.C. V1J 2B5
Bus: (250) 785-0887
Fax: (250) 785-0876
Email: dmcleod@nenas.org