

helpful career and job search suggestions. Uses this knowledge to determine which resources will benefit individual clients.

- Uses good judgment when suggesting to a client that she/he may benefit from individual help from other specialists or other community resources
- Conducts follow-up services with clients
- Assists clients access training opportunities
 - Helps clients apply to industry-recognized institutions
 - Ensure that the documentation for funded clients is accurate and complete
 - Is familiar with the funding opportunities that the clients may qualify for. Uses this knowledge to help clients apply for support.
 - Assist clients in retrieving any documentation required for the application process
- Deliver skills development workshops and activities
- Administer TI's Employment Programs
 - Receive and prepare applications for approval
 - Manage contribution agreements and monitor progress
- Provides referrals to appropriate internal and external service providers
- Other duties
 - Works with other staff to monitor the Employment Center
 - Captures and enters information concerning clients and outcomes in ARMS (Accountability and Resource Management System)
 - Carries out special projects as requested by his/her supervisor or manager
 - Completes required records
- Abide by TI policies and procedures
- Other activities as may be required for the position

Education and Experience

- Degree or diploma in a related discipline or an equivalent combination of education and experience
- 3 years counselling, case management, monitoring or related experience
- Experience engaging and working with Inuit
- Experience with program administration

Knowledge Skills and Abilities

- Outstanding relationship building skills
- Strong English reading and writing skills
- Excellent organizational skills
- Ability to maintain confidentiality
- Knowledge of the workplace, jobs and requirements for entry into those jobs
- Able to listen to clients, analyze expressed needs and suggest solutions and action plan. Uses tact, diplomacy, and persistence in providing suggestions to clients
- Proficient in Microsoft Windows and Office; familiar with and able to use computers; able to learn new software
- Works well in teams and with clients and other staff (flexible, congenial and adaptable)
- Able to communicate orally and in writing at a business level
- Self-motivated and self-directed
- Results-oriented
- Fluency in Inuktitut and English preferred

- Knowledge and appreciation of Inuit culture, values and beliefs
- Familiarity with issues facing Inuit
- Driver's license with clean record and own reliable vehicle is an asset
- Availability to travel within the city to conduct outreach activities
- Availability to work occasional evenings and weekends as required

Working Conditions

- The Employment Counsellor works both in and outside the office as required. Occasional travel within the city is required. Occasional evenings and weekends are required

Deadline for applications is April 22, 2019

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates and applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.