

Employment Specialist

STZ'UMINUS FIRST NATION – Ladysmith, BC



Stz'uminus First Nation is seeking a full-time permanent Employment Specialist.

The Employment Specialist will work with Stz'uminus community members to assess their areas of interest, current skill levels, abilities, barriers to employment or education, and refer them to practical training and program opportunities to assist them in securing future employment.

Responsibilities & Duties:

- Case File Management and Administration, including:
- Completing the intake process by interviewing clients within the Stz'uminus Community.
- Monitoring and tracking client progress and participation to ensure that funding requirements are being met.
- Developing systems and processes related to employment counselling and programs.
- Facilitating vocational assessments and employment counselling.
- Administering and interpreting employment-related tests and assessment instruments.
- Identifying barriers to employment and assisting clients to acquire job readiness skills, undertake job searches, write resumes, and prepare for job interviews.

Education & Qualifications:

- Diploma/Certificate in Career Management, Employment Services or Career Development.
- Criminal Record Check.
- Valid BC Driver's License and Reliable Transportation.

Application packages can be sent by e-mail to resumes@stzuminus.com

Application packages should include a cover letter, resume, and two professional references.

Applications will be accepted until **Tuesday March 8, 2022, at 5:00 pm (PST)**.