



Niiwin Wendaanimok Limited Partnership

Employment Opportunity

Life Skills Coach

Location: Member Communities and the Kenora Region

Job Description:

The Life Skills Coach assists clients with all employment and career planning aspects. They are responsible for guiding essential skills training and identifying barriers to employment. They will provide support to clients in both their personal and professional endeavours using a holistic based approach.

Skills & Qualifications:

Post-secondary degree or diploma in counselling, or in a related field, such as human resources, psychology, education, or social services is preferred. Equivalent education and/or work experience will be considered.

- a) Ability to identify employment opportunities and develop plans of action while providing support from an Anishinaabe perspective.
- b) Ability to collaborate with member communities, employment partners, training delivery organizations and other organizations.
- c) Knowledge of Anishinaabe language, culture, traditions, and local communities is preferred.
- d) Valid driver's license.
- e) Willingness and ability to travel.
- f) Criminal record check.

Duties:

- a) Assess and investigate eligibility for training programs and determine aptitude.
- b) Refer clients to social services or assist clients in locating and utilizing community resources, including legal, medical, and financial assistance, housing, employment, transportation, childcare and other services.
- c) Participate in the selection and admission of clients to appropriate training programs.
- d) Implement life skills workshops and essential skills training.

- e) Meet with clients to assess their progress, give support, and discuss any difficulties or problems.
- f) Encourage and support clients in their training and employment goals.
- g) Identify goals and develop a plan to achieve success.
- h) Meet regularly with clients to provide information and obtain feedback on clients' overall progress.
- i) Interview clients to obtain employment history, educational background and career goals.
- j) Identify barriers to employment and assist clients with job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- k) Provide established workers with information and strategies for maintaining a job or moving within an organization, dealing with job dissatisfaction, making mid-career changes, and adjusting to workplace transitions.
- l) Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information.
- m) Advise employers on human resources and other employment-related issues.
- n) Provide consulting services to community groups and agencies, businesses, industry and other organizations providing community-based career planning support or resources.
- o) May administer and interpret tests designed to determine clients' interests, aptitudes and abilities.

Salary: \$55,000-\$65,000

Application Deadline: Open until filled.

Please send resume, cover letter and three references, to: sgratton@niiwinwendaanimok.com

We thank all that apply, however, only those selected for an interview will be contacted.