



TRAINING AND CAREER COUNSELLOR (4 positions)

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATIONS (1 position available for each):

- Vancouver Island & Powell River Regional Office (Unit 102- 3156 Barons Road, Nanaimo)
- Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)
- Thompson & Okanagan Regional Office (#13 – 1800 Tranquille Rd, Kamloops)
- North East Regional Office (10021 – 100 Street, Fort St John)

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's **Employer of Choice Initiatives** offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Employment and Skills Training team as a **Training and Career Counsellor**.

Reporting to the Regional Program Manager, the primary objective of the role is to support Métis people, by using a client-centered approach to identify strengths, skills and abilities, and address barriers. The Training and Career Counsellor will play a key role in guiding Métis people through training and education upgrades that lead to rewarding and sustainable careers.

KEY DUTIES AND RESPONSIBILITIES

General:

- Conduct formal needs assessments, including assessment of skills, education, experience, employment readiness, job search skills, and life and social skills; identify barriers, make appropriate referrals, and develop best next steps towards sustainable employment
- Guide students to resources to assist them in meeting admission needs
- Respond to telephone, in-person, or electronic inquiries
- Provide ongoing in-person and virtual support to maximize successful completion of STEPS programs
- Develop and monitor budgets for Skills Training, Employment and Post-Secondary (STEPS) training initiatives
- Administer, monitor, and track financial supports and services, per STEPS program guidelines, for each client
- Maintain student files and records, ensuring completion and accuracy
- Source suppliers, vendors, and service providers that can help deliver the required training and education to MNBC clients
- Develop and maintain partnerships and relationships with suppliers, vendors, and service providers.
- In collaboration with the Communications Team, contribute to the creation of relevant communications content
- Prepare a variety of reports for the Regional Program Manager

Job Placement and Wage Subsidy Support:

- Work with students on all aspects of the job search, including effective job search, resume and cover letter writing, interview best practices, and referrals to industry and community businesses
- Guide students to resources to assist them in meeting their job-search needs
- Work with employers to complete necessary application and processes to implement wage subsidy
- Coordinate with Provincial Employer Relations Manager to optimize the matching of qualified Métis talent with employment and wage subsidies
- Provide thorough on-the-job coaching and follow-up support to clients and employers, ensuring maximum success in reaching sustained employment
- Collect and disseminate labour-market information in Chartered Communities and make recommendations for increasing access for Métis people to the labour market

THE IDEAL CANDIDATE

Note: Combination of relevant experience, education, and training will be considered

- Competent assessment skills utilizing a comprehensive model, appropriate to the client's needs
- Demonstrated ability to write and format current industry-standard resumes and cover letters
- Demonstrated ability to effectively communicate both verbally and in writing
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Diploma or degree in a related field
- Experience in employment counselling or similar role, including assessing client needs and delivering customized employment, job coaching, and job development services
- Career Development Practitioner certificate, an asset
- Strong links to the business community with a knowledge of the local labour market, an asset
- Experience working with a client management platform, an asset
- Ability to lead, problem solve, and make decisions
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes an asset

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using “Training and Career Counsellor” in the subject line of your email, please send your resume and cover letter to:

[Katie Trace](#)

Associate Director, Ministry of Employment and Skills Training

Métis Nation British Columbia

Email: stepscareers@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**