

Employment Counsellor/Case Manager

Clearwater Employment Services

Reporting to the Manager, the Employment Counsellor/Case Manager is responsible for client case management of Clearwater Employment Services (CES). This is a full time position.

Key position responsibilities:

- Apply and conduct accurate needs assessment of individuals to ensure appropriate intervention planning.
- Develop, provide direction and monitor back to work action plan with clients.
- Address barriers to employment through referral process and / or counselling.
- Provide counselling to clients one-on-one or in group settings assisting clients with career decision making, skill enhancement, work search and employment maintenance .
- Conduct initial assessment using models approved by Manager.
- Determine program eligibility and evaluate appropriateness for funding for a variety of programs.
- Enter client data into computer software and ensure timely and accurate file management.
- Facilitate workshops and information sessions as directed by the Manager

Desired Qualifications

- Minimum 3 years post secondary education and / or equivalent experience and training in counselling and group facilitation, with emphasis on job search techniques, career decision making and/or life skills an asset.
- In depth knowledge of employment initiatives.
- Experience with Employment Programs, either in development of workshops or as an employment counsellor.
- Good research skills, both electronically and other.
- Excellent interpersonal skills.
- Effective motivational and positive reinforcement skills.
- Must be a team player with ability to establish and maintain good working relationships with clients and staff.
- Skilled in the use of Internet job search, Office 2007 and other computer software.
- Familiar with Contact IV case management system an asset.
- Capacity to learn quickly and adapt to changing demands.
- Career Practitioner Diploma an asset.

Please forward resume and cover letter to Jocelyn Ansell - Manager

By Fax: 250-674-2928 or by email to jocelyn@clearwateremployment.ca

No later than 12:00 p.m. on Monday, February 20, 2012.

Wages \$20.00 - \$22.00 per hour, (depending upon qualifications), plus benefits.