



Employment Opportunity

Career Support Worker

Competition #21-01

Job Location: Moose Cree Training & Employment Unit (MCTEU)
Moose Factory, ON

Position Summary:

Under the authority and general direction of the MCTEU Manager, the Career Support Worker (CSW) shall be responsible to develop training plans, client assessments, job referrals and placement, apprenticeship development, coaching and follow-up, labour market information, data collection and reporting. As well as provide support for all programs and activities with MCTEU and its partnerships.

Qualifications/Requirements:

- Successful completion of Secondary School Diploma is required
 - And/or related post-secondary education
 - And/or a minimum of 3 years relevant experience
- Ability to maintain client confidentiality
- Strong written and oral communication skills
- Excellent interpersonal, organizational and time management skills.
- Knowledge of current trends, developments and theories on job readiness
- Ability to establish supportive relationships with individuals, businesses and organizations
- Ability to evaluate the work experience and the training program as they relate to the individuals needs and career goals
- Initiative is required to effectively and efficiently complete assigned tasks
- Knowledge of and work experience with federal, provincial and municipal governments on First Nation issues.
- Knowledge, understanding and awareness of Moose Cree Culture
- Ability to speak, understand and communicate the Moose Cree Language is an asset.
- Excellent knowledge and proficiency of the Microsoft Office Suite including Word, Excel, PowerPoint and research engines and tools.
- Valid Class G driver's license is an asset

Salary: As per MCTEU salary grid
Duration: Permanent with 3 months' probation
References: Three (3) recent employment references with permission to contact

Submit Resume, Cover Letter and CPIC to:

Attn: A/Manager

Moose Cree Training & Employment Unit Inc.

Telephone: 705-658-2847 ext. 4

Fax: 705-658-2536

Email: cheryl.ashamock@mcteu.ca

DEADLINE: April 22, 2021 @ 4:00 p.m.

*Only those selected for an interview will be contacted.
Due to postal changes we recommend submitting via email or fax