



EMPLOYMENT OPPORTUNITY

Career Advisor

The Yorkton Tribal Council is seeking one (1) highly motivated individual for the position of Career Advisor-South. Reporting to the Director of Education and under the supervision of LFD Coordinator, the Career Advisor provides counselling, consultative and advisory services to YTC member bands and Urban First Nations. This involves developing career paths and facilitating program applications for clients and band members and consulting regularly with clients to gather information for the purposes of conducting research on appropriate programming for their communities.

Duties:

- To assist in contacting potential employers
- To assist in gathering information from industries in and around Yorkton for potential employment opportunities
- Counsel clients one-to-one regarding potential career paths and employment opportunities
- Accept and process applications, entering all client information in Training Assessment System data base (Saskatchewan Indian Training Assessment Group system) and producing client files
- Monitor applicant activities
- Monitor progress, attendance and issues with program participation
- Arrange and conduct member band visits once per month
- Discuss any identified problems with program attendance and/or participation with bands
- Accept regular client intake for potential short- or long-term programs
- Communicate and promote services and upcoming events with Social Assistance Workers and education providers
- Create and provide reports for YTC Commission Board on a quarterly basis
- Develop report as required by Director of Education and/or LFD Coordinator
- To assist LFD Coordinator in creating and provide annual report to Saskatchewan Indian Training Assessment Group

Qualifications:

- Must have a bachelor's degree or an equivalent combination of experience and training.
- Must have must have 2-3 years of experience of counselling in career planning, computer knowledge of the internet and database, Human Resources and employment search issues.

- Must be willing to travel and must possess a valid driver's license (and maintain throughout employment) and reliable vehicle, and must submit a current Criminal Record Check
- Work irregular or extended hours to complete special requests and/or projects
- Must manage a number of people, priorities and projects at one time, and may have to respond to emergency or crisis situations
- The environment requires excellent organizational, time management and stress management skills

Please quote Competition Number: 20-21-39

Salary: To Commensurate with qualifications

Combination of education, relevant training and work experience will be considered. Preference will be given to those of Aboriginal ancestry under exemption E-96 of the Human Rights Code.

APPLICATIONS MUST BE RECEIVED BY: Sunday March 14, 2021, at 4.00 PM
Only those candidates shortlisted for an interview will be contacted. Shortlist candidates must be willing to provide a current Canadian Criminal Records Check and three (3) written reference letters.

Please submit resume applications and cover letters to:

Yorkton Tribal Council, Suite 102-506 Broadway Street West, Yorkton, Saskatchewan, S3N 0P3

Ph: 306.782.3644 FAX: 306.786.6264

Attention: Human Resources – Ajay Tadi **Email:** ajay.tadi@ytai.org