



Enaadmaagehjik o/a WDC

**Wii-ni n'guch-tood Labour Market Services (WLMS)
Employment and Training Officer**

Reporting to: ASETS Manager and/or LMS Operations Supervisor

Primary Function: Provide employment counselling and support to clients in their training or return-to-work action plans. Employment supports may involve assessment, action plan development, group facilitation, one-to-one counselling and online/distance supports and case management. Services have been targeted for band members who are E.I. eligible, youth, individuals with disabilities, and job seekers from the local community.

Key Job Functions/Major Responsibilities:

1. Deliver employment, apprenticeship and training services as authorized by Wii-ni n'guch-tood LMS.
2. Assure the maintenance of accurate and professional files per WLMS and Service Canada requirements.
3. Determine proper client counselling and referral processes take place for clients through referral to internal/external community resources and as appropriate to client needs and employment goals.
4. Assist clients with developing a return-to-work action plan that is based on realistic and achievable career goals.
5. Provide advocacy on behalf of clients by participating in community networking and establishing support links with other agencies - social and educational, and employers.
6. Maintain updates and liaise with employers, on and off reserve and other federal/provincial agencies offering employment and training opportunities, schools and the Ministry of Training, Colleges & universities, local and regional employers and private training institutes.
7. Participate with and provide recommendations to the WDC Board of Directors on labour market issues and setting of training priorities and follow up strategies.
8. Promote and deliver a range of employment assistance workshops to small groups.
9. Coordinate, facilitate, and/or participate in labour market forums to explain the priorities and objectives of the LMS Programs to potential applicants.

Qualifications and Relevant Skill Level:

- Undergraduate degree in human resource development or counselling
- Completion of a Career Development Certificate
- Previous experience in a career facilitation or employment counselling setting is required
- Excellent problem-solving, communication (written and oral) and interpersonal skills
- Knowledge of ethical practices, principles of career transition, employment counseling, career development, and group learning processes
- Experience in case management is an asset
- Possession of a valid Class G Driver's License required and access to a vehicle
- Work flexible hours (evenings and weekend when required)
- Knowledge and appreciation of Anishnabe culture, language and heritage
- Offer of employment to the successful candidate is contingent upon a clear criminal reference check.

Starting Salary: \$77,000 per annum

Deadline: Open until Filled (Reposted: May 23, 2025) *Only those persons selected for an interview will be contacted.*

Please submit a covering letter, resume and 3 recent work reference letters (within last five years) to:

Enaadmaagehjik o/a Wikwemikong Development Commission
2102 Wikwemikong Way
Wikwemikong, ON P0P 2J0

For more information and complete job description, please contact Colleen Wassegijig-Migwans at 705-859-3001