

## RED LAKE CAREER & EMPLOYMENT SERVICES

### ➤ **Employment Adviser**

- Full-time; permanent; wage dependent on background and experience; group benefits; pension; great working environment.

#### Responsibilities:

- Provide client service to job seekers, in the form of clarifying employment needs, and job search assistance.
- Administrative duties pertaining to documentation, file maintenance, and statistical reporting: proficient with Microsoft Office applications, database and Internet.
- Marketing of programs to area employers, potential job seekers, and community at large.
- Workshop presentations to various client groups.

#### Knowledge, Skills & Abilities:

- Office administrative procedures and ability to maintain a high level of accuracy, with attention to detail.
- Adhere to strict candidate and employer confidentiality.
- Demonstrated excellent interpersonal skills.
- Demonstrated team building skills.
- Demonstrated effective analytical and problem solving.
- Effective verbal, written and listening communication skills.
- Time management skills.
- Must be honest, and trustworthy.
- Possess cultural awareness and capability.
- Demonstrate sound work ethics.

#### Qualifications:

- Related post-secondary education (i.e. Employment Counselling, Career Development, Social Work).
- Demonstrated knowledge and understanding of employment and training sector.
- Demonstrated knowledge and understanding of challenges faced by Northern Ontario job seekers.
- Clear Criminal Background Check and Vulnerable Sector Screening required.
- Must have valid driver's license and access to a vehicle.

#### **Submit resume and cover letter to:**

Sandra Marshall, Director  
Red Lake Career & Employment Services  
P.O. Box 223 / 146 Howey Street  
Red Lake, ON P0V 2M0

e-mail: [redlakejobs@shaw.ca](mailto:redlakejobs@shaw.ca) / Fax: (807) 727-1176 / Tel: (807) 727-2297

*We will make available accommodations for job applicants who have disabilities. Accommodations for people with disabilities are available on request for interviews and selection processes.*

*This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario, and sponsored locally by Red Lake Margaret Cochenour Memorial Hospital.*