



**JOB POSTING: Employment Adviser, RED LAKE CAREER & EMPLOYMENT SERVICES**

**Position:** Permanent Full-time, Monday – Friday. This is an on-site position.

**Salary/Compensation:** Starting at \$29.90 to \$31.62 per hour + comprehensive benefits package including HOOPP pension, disability insurance, health / dental; four weeks of vacation to start

**Start Date:** As soon as possible.

**Position Responsibilities:**

- Relate in an empathetic manner with the individuals seeking an employment.
- Provide basic assistance to job seekers accessing the self-directed service;
- Work with eligible candidates to clarify employment needs, establish goals and develop an action plan;
- Connect job candidates eligible for services with appropriate employers as per their abilities, interests and career goals, in accordance with Ministry of Labour, Training and Skills Development (MLITSD), and Employment Ontario guidelines.
- Provide documentation, both manually and electronically, and file maintenance , as per Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and Employment Ontario standards;
- Word process/type documentation, reports, memos, operational forms, Job Listings and other related materials as required;
- Maintain registers for statistical reporting;
- Order adequate supplies, furnishings, and equipment, and maintain up-to-date inventory of chattels;
- Provide telephone and personal reception services and direct all inquiries beyond the scope of regular aspects of programs to Supervisor;
- Regularly apprise Supervisor of all information which will expedite their ability to remain abreast of situations of relevance to RLCES
- Market programs to area employers, to potential job seekers, and to the community at large. Local marketing will run in tandem with province-wide MLITSD and Employment Ontario initiatives and will include cold calls, via telephone and in person, and follow up visits to employers to discuss the merits of involvement with RLCES
- Ongoing contact and maintenance of amicable employer working relationships.

**Required Qualifications:**

- Related post-secondary education.
- Excellent communication skills
- Knowledge of office administration procedures.
- Ability to maintain a high level of accuracy in preparing and entering statistical information

*“Compassionate, quality care – every patient, every time”*



Red Lake Margaret Cochenour  
MEMORIAL HOSPITAL

- A satisfactory Vulnerable Sector Check, a valid driver's license, and access to a vehicle are necessary.

### **THIS POSITION IS OPEN TO ALL APPLICANTS**

*Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity, diversity and inclusion in the workplace. Where needed, accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.*

This position is being posted in response to an existing vacancy at Red Lake Hospital. Those interested in the position are requested to apply in writing to:

Simranpreet Kaur, Human Resources Manager

**Please submit cover letter and resume to Simranpreet Kaur (Human Resources Manager) at [jobs@redlakehospital.ca](mailto:jobs@redlakehospital.ca)**

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P.O. Box 5005 / Hwy 105, Red Lake, Ontario P0V 2M0 / Telephone: (807) 727-2231 Fax: (807) 727-2923 [www.redlakehospital.ca](http://www.redlakehospital.ca)