



## EMPLOYMENT OPPORTUNITY

*Concours # CE 190702 MTL*

<b>POSITION TITLE:</b>	Employment Counsellor
<b>DURATION:</b>	Indeterminate Full Time /35 hours per week
<b>LOCATION:</b>	Montreal Employment & Training Service Centre 1117 St-Catherine Street West, Suite 720 Montreal, Quebec, H3B 1H9
<b>ANNUAL SALARY:</b>	According to the FNHRDCQ salary scale
<b>POSTING PERIOD:</b>	From July 2 to July 15, 2019 inclusively

### Main Duties:

Under the supervision of the Montreal Employment & Training Service Centre Coordinator of the Urban Strategy department of the FNHRDCQ, the Employment Counsellor is responsible for assisting urban Aboriginal clients to develop their potential and to integrate the labour market by providing them support through individual counselling. As such, the employment counsellor participates in the preparation, processing and follow-up of all training and employability-related funding requests, in accordance with the Urban Strategy Guide. The counsellor has the responsibility of providing labour market information, assisting in the planning, implementation and follow-up of programs and services and ensuring effective and professional communication with all stakeholders: clients, employers, colleagues, FNHRDCQ collective and training institution representatives. In order to ensure the success of the training and employability measures provided to clients, the counsellor must keep his/her knowledge in the areas of employment and training up-to-date and be mindful of economic trends and the policies of government partners. The incumbent may be asked to perform other related tasks to be carried out in accordance with the objectives of First Nations, Inuit and urban Aboriginal human resources development initiatives.

### Requirements:

- University degree in counseling, social work, counseling, psychology or a relevant field; or
- College diploma in one of the above fields, combined with experience in the field of training and/or employment;
- Excellent command of oral and written communication in English and French;
- Knowledge of a First Nations language is an asset;
- Excellent knowledge of common software, including Microsoft Office 365 (Word, PowerPoint, Excel, Outlook), Internet and others;
- To have a valid driver's license and a car is an asset but not required.

### Skills required:

- Dynamic, liability, autonomy and ability to work as part of a team;
- Relevant experience in working with Aboriginal clientele in the areas of employment and training;
- Discretion, punctuality, organizational skills;
- Familiar with the labour market and Aboriginal institutions in the Montreal region.

Only candidates who meet the requirements will be invited for an interview.

\*Where skills are equal, priority will be given to Aboriginals.

If you are interested in this position, please send your curriculum vitae, along with a letter of intent and copies of your certificates/diplomas, before **Monday, July 15, 2019 at 16:00**, to the attention of:

**Ida LaBillois-Montour, Human Resources Counselor**  
**First Nations Human Resources Development Commission of Quebec**  
By email to [ilmontour@cdrhpnq.qc.ca](mailto:ilmontour@cdrhpnq.qc.ca) or by fax: (450) 638-4090