



Employment Opportunity

Posting Number: 2024-007

Position: Employment Navigator

Location: Rainy Lake Campus, Fort Frances, ON

Start Date: ASAP

Deadline: Ongoing until filled

Wage: \$38.00/hr based on a 35-hour work week

Duration: Full-time Fixed-Term, leave coverage subject to incumbent's return

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. Please note email is preferred:



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Aimee Beazley, Director of Training at aimeeb@7generations.org.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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Employment Navigator

Job Description

General Description

The Employment Navigator is responsible for promoting program participants to the employer, community and liaising with employers to obtain job leads and identify employment opportunities. The Navigator will work closely with the project staff to ensure the service reflects participants' needs, abilities, and employment goals. The incumbent will coach, support, and monitor clients in the initial stages of employment and maintain relations with employers. The Navigator will keep up with changes in the field, have current knowledge of the Northwestern Ontario job market and, together with their colleagues, develop and maintain innovative programming that achieves the high standards in employment practices and adult education.

Qualifications and skills requirements

1. Completion of a two-year diploma or degree in community services, business, or a related discipline
2. Training in career counselling or career coaching is preferred
3. At least one year experience working in the field of community services, training, career counselling
4. Well-developed understanding of the local Anishinaabe culture, including an understanding of the historical context is preferred
5. An equivalent combination of education and experience may be considered on a case-by-case basis
6. Excellent communications skills, and the ability to build effective working relationships
7. Knowledge of employers, and educational opportunities in the Treaty #3 Territory is required
8. Excellent communication skills (both oral and written) and effective presentation skills
9. Strong interpersonal skills with ability to work as part of a team and develop effective working relationships
10. Knowledge of Anishinaabemowin is an asset
11. Knowledge of duty to accommodate including providing modifications and accommodations for persons with learning disabilities, and persons with disabilities an asset
12. Proven ability to adapt, demonstrated openness to learning, and change
13. Experience with data management and software programs
14. Proficiency with computer programs and intermediate to advanced skills in Microsoft Office 365 and Zoom
15. Ability to prioritize work and manage conflicting requirements
16. Ability to deal with clients effectively, tactfully, and professionally

Supervisor: Director of Training



Job duties and responsibilities

1. To develop relationships with employers in a variety of industries to ensure successful job development and opportunities for clients
2. To coordinate outreach activities to communities, organizations, and employers within the surrounding area
3. Assist with the development of marketing tools and materials
4. Conduct intake assessments of potential participants and determine eligibility for appropriate program(s)
5. Keep updated on current on labour market trends to provide effective job search strategies and techniques
6. Stay informed on existing and new trends and technologies that will provide clear benefits to the organization(s), business partners, and client(s)
7. Maintain and update employer database and tracking system
8. Complete reports and documentation on activities as required
9. Analyze and interpret the needs of clients (employer & client) and provide options, solutions, and resolutions when required
10. Provide individual coaching and mentorship to clients with their employment and career goals by locating job openings for clients based on their skills and abilities
11. Collaborate with the team and support staff on case files and client needs
12. Work with employers to encourage an inclusive hiring process, integration, and diversity
13. Provide employment and post-employment supports to clients as required
14. Develop information package(s) and a referral framework of programs and services that are related to specific requests of the clients, organizations, and business partners
15. Research and provide professional development training sessions that include skills, development, health, and safety training programs
16. Present a positive image of the organization when interacting with visitors, clients, organizations, and employees
17. Maintain a high level of confidentiality
18. Required to attend professional development training sessions
19. Attend meetings as required
20. Adhere to SGEI policies and procedures
21. Job duties may change from time to time
22. Assist with other related tasks as assigned

Relationships

Internal

1. Reports directly to the Director of Training
2. Responds and interacts with the Training for Employment team

External

1. Liaise with the surrounding communities and organizations
2. Attend networking opportunities
3. Interact with government program officers when required



3. Responds and interacts with employees at all Seven Generations Education Institute campuses

Working conditions

- Normally a seven (7) hour workday
- Extensive travel required to communities in the region and other campus locations
- Required to work overtime, evenings, and weekends, as directed
- Works indoors in climate controlled, semi-private office settings, may be exposed to moderate levels of noise on occasion May be exposed to behaviourally difficult members of the public on occasion
- When required, may have to lift up to 10 pounds
- Extended periods of sitting at a desk, with the ability to change positions
- Nature of work requires a moderate degree of manual dexterity while working at a computer with requirements for both speed and accuracy

Conditions of Employment

- Must provide satisfactory vulnerable sector check, as position may interact one on one with students under the age of 18, or with other vulnerable persons
- Must possess a valid Class 'G' Drivers license and have access to reliable transportation