



Employment Opportunity

Position: Employment Navigator-EmployNext

Location: Kenora Campus

Start Date: As soon as possible

Deadline: Open until filled

Duration: Full-Time, Permanent

Wage: \$32.36 to \$39.56 per hour, Based on a 35-hour work week, vacation leave, competitive benefits package and registered pension plan included

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Employment Navigator - EmployNext

Job Description

General Description

The Employment Navigator – EmployNext plays a key role in promoting participants of the EmployNext program to employers and the broader community, while actively liaising with employers to secure job leads and identify meaningful employment opportunities. The Navigator works collaboratively with project staff to ensure that services are responsive to participants' individual needs, strengths, and employment goals.

Within the EmployNext framework, the Navigator provides ongoing coaching, support, and monitoring to clients during the critical early stages of employment, while also building and maintaining strong relationships with employers. The position requires staying informed of evolving trends and changes in the employment sector, maintaining current knowledge of the Northwestern Ontario job market, and contributing to the development of innovative programming.

In partnership with colleagues, the Employment Navigator – EmployNext is committed to delivering high-quality services that reflect best practices in employment services and adult education, ensuring positive and sustainable outcomes for program participants.

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 across diverse industries to create job development opportunities for clients.
2. To coordinate outreach activities with communities, organizations, and employers in the surrounding area.
3. To assist in the development of marketing tools, materials, and information packages for programs and services.
4. To conduct intake assessments, determine eligibility, and develop individualized action plans with clear milestones and outcomes.
5. To provide ongoing case management, including regular check-ins, progress tracking, and plan adjustments.
6. To maintain accurate, timely, and compliant case notes, client records, and documentation in alignment with program and government guidelines.
7. To track, analyze, and report on performance metrics, service targets, and program outcomes.
8. To stay current on labour market trends, emerging technologies, and industry developments to support effective employment strategies.
9. To maintain and update employer databases, tracking systems, and referral frameworks.
10. To analyze and interpret the needs of clients and employers, providing appropriate options, solutions, and resolutions.
11. To provide individualized coaching, mentorship, and job search support based on clients' skills, abilities, and career goals.
12. To collaborate with team members and support staff on case files, client needs, and service delivery.
13. To work with employers to promote inclusive hiring practices, integration, and workplace diversity.
14. To provide employment and post-employment supports to ensure client success and retention.
15. To research, develop, and deliver professional development and training sessions, including skills development, health, and safety topics.
16. To ensure all services are delivered in accordance with program guidelines, service standards, and organizational policies.
17. To support audits, quality assurance reviews, and continuous improvement initiatives.
18. To present a positive and professional image of the organization in all interactions with clients, visitors, and partners.
19. To maintain a high level of confidentiality in all aspects of work.
20. To attend required meetings, training sessions, and ongoing professional development opportunities.
21. Adhere to SGEI policies and procedures.
22. Job duties may change from time to time.



23. 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 and Business Development teams
3. Responds and interacts with employees at all Seven Generations Education Institute campuses

External

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

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