



Aboriginal Futures

Training, Education and Employment Services
for Urban Aboriginal People

PROGRAM ASSISTANT

(Full time Monday to Friday) 8:30 am to 4:30 pm

Reporting directly to the Executive Director, the Program Assistant with Aboriginal Futures Career and Training Centre, you will be responsible for supporting clients who require employment and training, by identifying employment and career development needs of clients, and providing case management action plans. The Program Assistant will also be assisting clients to develop long term career plans and determining educational needs. Other duties include providing job search preparation assistance, and facilitating workshops.

Position Summary:

- » Experience in counseling clients for career planning, vocational or training selection, job search, identifying and overcoming barriers to employment, personal life and career management.
- » Engage client in discussions to explore and resolve identified personal issues or factors that impact on their ability to find and keep employment.
- » Knowledge of various assessment tools to help clients identify their interests, values, beliefs, lifestyle preferences, aptitudes and abilities, and relate them to the world of work.
- » Monitor client's progress and noted in database management systems as well as maintaining and updating client files.
- » Develop a realistic and timely individualized action plan and provide follow-up services and supports.
- » Provide one-to-one career coaching and assisting with facilitating and preparation for employment and career related workshops, including but limited to: Aboriginal Workplace Learning Circle, Job Club, and Interview skills, or any other in-house workshops, etc.
- » Support clients throughout the case management process by using affective job coaching and career counseling skills.
- » Refer clients to appropriate specialized service providers as required.
- » Knowledge of database information management systems required to deliver federal and provincial government programs and services.
- » Assist with planning and implementing career and employment-related programs and events.
- » Work co-operatively and network with community groups and agencies, businesses and education institutions involved in providing career and employment resources.
- » Business equipment and computer applications: Microsoft Office products, word-processing, spreadsheets, database management, and conducting internet research.

Qualifications and Skills:

- » Post-secondary education in related field and/or hold a Diploma in Employment Counseling or Certified Career Development Practitioner (CCDP) or be working toward designation. Experience in the field of career development will be considered in lieu of diploma or degree.
- » Excellent one-to-one counseling skills in career and life management.
- » Understanding and knowledge of employment issues, trades and apprenticeships, education and training, career decision-making, and its relation to the labour market.
- » Knowledge of Aboriginal culture and employment barriers faced by urban Aboriginals.
- » Exceptional facilitation experience and skills.
- » Knowledge of the (4) Employability Dimensions would be asset.
- » Strong interpersonal, communication and teamwork skills.

Please address Resume and Cover Letter to: Executive Director

Send resumes by Email: info@aboriginalfutures.com - or - **Fax:** (403) 253-5741

Drop off or mail resumes to: #200, 6011 - 1A Street SW, Calgary, Alberta T2H 0G5

Competition: open until a suitable candidate is found.

Only those selected for an interview will be contacted.