



## **MANITOBA METIS FEDERATION INC.**

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.

**The Metis Employment & Training Department (MET)** is seeking a highly motivated individual to perform the functions of a full-time **Employment & Training Counselor position** located at the Thompson Regional Office in Winnipeg, MB. Salary is dependent upon qualifications and experience. A comprehensive competitive benefits package including a retirement savings plan is provided.

### **Employment & Training Counselor – Thompson**

Under the supervision and direction of the MET Regional Coordinator, the Employment & Training Counselor conducts assessments of clients to determine employment & training needs and eligibility for MET programs and services. Responsibilities include: determining client training/employment readiness; developing employment & training action plans; negotiating financial supports for employment & training activities; providing counseling & support, job search assistance, labour market information, and referrals to other services and supports; file and case management of clients.

#### **Skills and Qualifications:**

- Post-secondary education & experience in a related field or an equivalent combination of training & experience and/or prepared to undertake training to fully meet the requirements of the position
- Relevant Employment/Career/Education Counseling experience
- Demonstrated Case Management experience
- Experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers
- Intermediate knowledge in Microsoft Outlook, Word, Excel and Power Point
- Strong organizational and problem solving ability with demonstrated commitment to deadlines, accountability and details.
- Effective interpersonal and communication skills that convey ideas clearly, concisely and in a timely manner
- Ability to use sound judgment and initiative in managing client caseload & workflow
- Experience working with Indigenous non-profit organizations, volunteer boards & committees
- Valid Driver's License and able to travel

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

**If you are interested in joining our team, please forward covering letter indicating the position you are applying for along with a resume to [metresumes@mmf.mb.ca](mailto:metresumes@mmf.mb.ca).  
Deadline for applications is Friday, January 14, 2019**

All of our job postings can be viewed at [www.mmf.mb.ca](http://www.mmf.mb.ca) or [www.mmfemployment.ca](http://www.mmfemployment.ca)