



**Employment Specialist**  
Full-time position available April 1, 2019

Altered Minds Inc. (Entry Program) is looking for an experienced Employment Specialist/Counsellor to join the Settlement Online Pre-Arrival (SOPA) Team. The selected candidate will assist prospective immigrants in their job search while they are still in their home country.

**Title:** Employment Specialist

**Reporting line:** Executive Director, Manitoba project lead for the Settlement Online Pre-Arrival (SOPA) program

**Job Purpose:** The Employment Specialist is responsible for planning and delivering employment counselling, providing career exploration, and facilitating employment related workshops aimed at assisting SOPA clients in their search for appropriate employment in Canada

**Duties and Responsibilities:**

Plan, deliver and evaluate employment services for SOPA clients by:

- Providing individual online employment counselling and follow-up sessions as appropriate
- Referring clients to appropriate programs according to their career goals
- Conducting outreach activities with potential employers
- Keeping up-to-date information on available training opportunities and educational programs which would enhance client employability
- Maintaining familiarity with international accreditation processes in all relevant occupational/professional fields
- Being actively involved in the maintenance and development of employment and career resources
- Liaising with other service agencies
- Planning and facilitating pre-employment workshops / group session where deemed appropriate
- Pursuing professional development opportunities and attending training courses as required
- Soliciting information about and maintaining familiarity with current labour market trends in Canada and the job search needs of new Canadians
- Working with clients on active job development and making connections to employment opportunities
- Participating in other SOPA activities and programming elements as needed
- Attending SOPA team meetings
- Maintaining and submitting accurate records and statistics for all client contacts

**Knowledge, Skills, Abilities and Other characteristics (KSAO)**

**Experience**

- Must have cross-cultural experience and be familiar with immigration issues
- At least 1-2 years' experience dealing with employment or immigration issues would be an asset

**Skills**

- Excellent counselling skills, particularly employment and career related
- Demonstrated group facilitation skills
- Current knowledge of the regional / Canadian labour market
- Ability to develop professional contacts with potential employers in a variety of occupational sectors
- Solid interpersonal, organizational and communication skills
- Self-directed but able to function well in a team environment

**Knowledge**

- Good working knowledge of the Microsoft Office Suite and the Internet.
- Ability to speak other languages would be an asset

**Education**

- University education and Career Practitioner's Diploma/certification would be an asset

**Application Deadline**

- March 22, 2019

**Please send resume and cover letter to:**

Grace Eidse, Executive Director  
Altered Minds Inc.  
400-259 Portage Ave.  
Winnipeg, MB R3B 2A9  
Phone: 204-944-1396  
Email: [gracee@alteredminds.ca](mailto:gracee@alteredminds.ca)

We will review all applications, but only those short listed for an interview will be contacted.