

Career Counsellor
Full Time 1-year Term Position Available
Internal/External Posting
Island Employment

CAREER COUNSELLOR

Island Employment, an innovative and dynamic organization with 20+ years of experience in providing employment programs and services to residents of Cape Breton, is currently seeking to fill a full time term position of Career Counsellor at Nova Scotia Works-Island Employment Sydney location. Reporting to the Operations Manager, a Career Counsellor utilizes specialized counseling techniques, combined with tools and resources, to provide career guidance that supports clients facing difficult situations, in making complex decisions. The focus of Career Counseling is career exploration, career change, personal career development and other career related issues.

Position Responsibilities, Skills & Competencies:

- Apply counselling principles and theories, methods, or procedures to assist individuals in achieving more effective educational, or career development goals
- Willing to adapt to constant change
- Evaluate a person's academic functioning and personal resources within the context of career management, in order to develop their ability to make career choices and meet career objectives
- Guide an individual to find solutions, thereby enabling individuals to make healthy work/life decisions
- Assess for specific academic risks and evaluate clients' academic functioning; connect and relate career counselling assessments, interventions, and outcomes
- Use psychometric assessment as required; assess interests, skills, personality, and intellectual cognitive and affective functions
- Adapt the process as required to meet the needs of diverse clients, depending on their disability/needs
- Order and maintain a stock of assessments and also complete assessments in compliance with the Standards of Practice for Counselors as determined by the Canadian Counseling and Psychotherapy Association (CCPA).
- Be a member in good standing with the CCPA and act in accordance with the Code of Ethics of the CCPA
- Provide Case Management services as required
- Establish and maintain employer relationships
- Foster a work environment that is collaborative and cooperative
- Complete accurate and on-going file notes and reports in LaMPSS
- Complete monthly reports and submit to Operations Manager
- Good knowledge of community organizations, agreement holders, and referral agencies
- Ability to access and effectively use information and communications technology
- Individual & Group Counseling Skills and Individual/Group Assessment
- Adherence to inclusionary practice, ethical decision making and respect for diversity
- Solid understanding of assessment processes, tools and resources and LMI and its applications
- Commitment to professional development and career self-management – must maintain certifications
- Understanding and Knowledge of Disability Management
- Team player, excellent oral communication, problems solving, job task planning and organizing, writing, decision making, critical thinking, analytical skills, continuous learning and ability to conduct research
- Other duties as assigned by supervisor

Job Requirements:

- Masters Degree in Counseling or Education(Counselling) is required
- Certification with appropriate professional counseling associations
- Specialized counseling competencies
- Certified Career Development Practitioner (Required within the aforementioned policy directive timeframe)
- Formal training in case management practices (or willing to become trained)
- 3-5 years experience working in a Career Counseling related environment
- Working knowledge of career development theory and applications
- Ability to define and manage career and personal development goals and transition
- Working knowledge of employment/career related services, programs and interventions, tools and resources
- Effective communication, interpersonal and customer service skills
- Knowledge of community organizations, service providers, and referral agencies
- Commitment to professional development and career self-management
- Strong computer skills required, experience with the LaMPSS database considered an asset
- Valid driver's license and access to a reliable vehicle
- Criminal Record Check
- Bilingual and underrepresented self-identification considered an asset

At Island Employment, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. Island Employment is proud to be an equal opportunity workplace and is an affirmative action employer. Our goal is to be a diverse workforce that is representative of the citizens we serve. We welcome applications from Indigenous People, African Nova Scotian's and Other Racially Visible People, LGBTQ, Persons with Disabilities and Women in occupations or positions where they are underrepresented. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your cover letter or resume.

This is a NSGEU Local 150 Bargaining Unit position. Preference is given to qualified bargaining unit employees for unionized positions.

Salary: \$29.43 per hour @ 37.5 hours per week

To Apply for this position, email your cover letter, resume, and references in one document to the address below with the email subject line, Career Counsellor Position 2021. Please send your application to dwhitty@islandemployment.ca
Please note that only emailed applications will be considered.

Deadline for Submissions: June 24, 2021 at 12 noon

We thank you for your interest in NS Works Island Employment; however, only candidates selected for an interview will be contacted. References will only be contacted for those that have been selected for an interview.