



**Position: Career Counsellor/Career Practitioner (Two Positions)**

**Organization: TEAM Work Cooperative with Women's Employment Services**

**Location: Halifax, NS**

**Career Practitioner/Career Counsellor  
Full-time position (37.5 hours/week)**

**TEAM Work Cooperative with Women's Employment Services** is seeking **two full-time Career Practitioners/Career Counsellors**. We are a community-based, non-profit organization that provides a range of free employment services to Nova Scotians. TEAM Work Cooperative with Women's Employment Services is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Nova Scotia Works and is sponsored by a community-based Board of Directors.

**These positions are to provide services mainly for our women's services section.**

**Please note: One of the positions is a designated position. This opportunity is open only to qualified women who self-identify as one or more of the following: African Nova Scotian, African Canadian, Racially Visible. Please self-identify within your application.**

**Responsibilities/Job Description**

**Individual Counselling**

- Demonstrate a feminist approach to employment counselling and career development
- Assess clients' skills and job readiness, identify mutually agreed upon goals, and make appropriate referrals as necessary
- Provide supportive feedback and instruction on resumes, cover letters, job search strategies, job interview preparation
- Assist and support clients as they engage in career exploration
- Provide information on labour market conditions, occupational outlooks, and upgrading/training options
- Determine eligibility for EI-related funding programs and coordinate application process

**Group Workshop Facilitation**

- Plan, develop, facilitate, and evaluate workshops for women using an adult education perspective

**Administration**

- Engage in a high volume of administrative work pertaining to documentation and record-keeping
- Use office computer technology effectively & manage information using internal database (LaMPSS)
- Engage in project planning, goal setting, and documentation of project activities
- Write reports, funding proposals, and grant applications and/or participate in activities as identified by Management and/or the Board

**Teamwork**

- Take an active role in self-management, decision-making, sharing ideas, showing initiative, and contributing unique knowledge and skills
- Be able to accept responsibility for joint undertakings

## Community Liaison

- Take an active role with community groups and agencies to develop partnerships and advocate on behalf of clients
- Represent TEAM Work Cooperative with Women's Employment Services at community meetings and career fairs

## Position Requirements

- Degree in Social Work, Women's Studies, Social Sciences, or other relevant degree; preference will be given to women with a Master's degree attached to a regulatory body
- Two (2) years of experience providing counselling to women, preferably in the area of careers/employment
- Two (2) years of adult education experience, preferably in the areas of personal development and careers/employment
- Demonstrated commitment to an ethical framework of practice
- Ability to assess client needs, develop action plans, and case manage
- Strong administrative skills; ability to maintain a workload that includes extensive record-keeping and documentation
- Knowledge of community agencies and services throughout HRM
- High degree of computer competency with Windows, MS Word, Internet, and email
- Experience or interest working with women from diverse backgrounds
- Training in career and work/life exploration and portfolio development an asset

**Interested applicants are invited to submit a cover letter and resume, in confidence, quoting position title "Career Practitioner/Career Counsellor" to The Hiring Committee.** Applications can be submitted by email: [sbattiste@teamworkbridge.org](mailto:sbattiste@teamworkbridge.org), fax: (902) 422-3992, or in person at 7051 Bayer's Road, Suite 501. *No phone calls, please.*

**The deadline for applications is Friday, July 21, 2017 at 12:00 noon. Applications submitted after the deadline will not be considered.** TEAM Work Cooperative with Women's Employment Services would like to thank all candidates for their interest in the position, but only those chosen for an interview will be contacted.



**with Women's Employment Services**