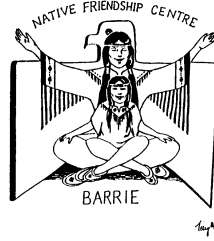


175 Bayfield Street  
Barrie, Ontario  
L4M 3B4



Phone: (705) 721-7689  
Fax: (705) 721-7418

## **EMPLOYMENT OPPORTUNITY**

### **Apatisiwin Employment and Training Coordinator**

Under the direct supervision of the Executive Director, the Apatisiwin Employment and Training Coordinator shall provide support to Aboriginal people in the Barrie area in education, work experience and skills to achieve and maintain meaningful employment.

### **RESPONSIBILITIES**

The Apatisiwin Employment and Training Coordinator shall work in accordance of the policy and procedures of the Barrie Native Friendship Centre.

- Assess employment and educational needs through various assessment tools and develop action plans;
- Refers qualified candidates to employers and match/place clients in available jobs through all available strategies;
- Provides quality support to both employers and clients during job search, job application and hiring process as well as on the job;
- Effectively adapts and delivers a marketing strategy to build and grow relationships with employers to achieve job placement outcomes through presentations, job fairs, special events, agency committees, team meetings etc.;
- Monitors placements through site visits and regular telephone or electronic contact with employers and clients to monitor job performance and training plan as well as provides post-employment support and services as needed;
- Maintains database for statistical and financial information, job development activities and follow up reports, data entered in a timely and accurate manner and the privacy and confidentiality of records are maintained; and
- Plans, develops and delivers workshops for employers and clients on employment, training, recruiting, occupational health and safety, workplace accommodation etc. based on current and future needs.

### **QUALIFICATIONS**

- Demonstrated experience in Career and Employment Counselling with individuals experiencing barriers and with demonstrated successful employment initiatives;
- Degree or Diploma in Employment Counselling, Human Resources or related program;

- Demonstrated recruitment and job development skills with a record to achieve service and employment targets and outcomes;
- Able to take initiative and build relationships while representing the Barrie Native Friendship Centre
- Must have knowledge of managing budgets, creating, maintaining, protecting and closing contracts;
- Experience working and networking with Aboriginal and non-Aboriginal organizations;
- Must have working knowledge of computer software including; Microsoft Word, Excel, etc.; and
- CPIC and Vulnerable Sector Search will be a condition of employment offer.

Salary: \$ 40,000 – 42,000 (based on qualifications, probationary)

A full job description is available upon request.

Deadline for submissions: **November 18, 2016 @ 4:00 p.m.**

Please forward cover letter, resume and 3 references to:

**Samantha Kinoshameg, Executive Director**  
**Barrie Native Friendship Centre**  
**175 Bayfield Street**  
**Barrie, ON L4M 3B4**  
**Fax: (705) 721-7418**

[executivedirector@bnfc.ca](mailto:executivedirector@bnfc.ca)