



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 • tel 250.679.3203 • fax 250.679.3220

Skwlāx te Secwepemcúłecw Job Posting

Department: Human Resources

Position: Employment Counsellor

The Organization:

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsin, the traditional language. LSLB has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Administration, which covers programs and services for Band members; Wellness, which is responsible for the overall health and wellness of the community; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Opportunity - A Day in the life of the Employment Counsellor:

Under the direction of the Human Resources Manager the Employment Counsellor is responsible for working with Skwlāx te Secwepemcúłecw community members (StS) to break down barriers to employment and help them find meaningful employment. The Employment Counsellor will report to the Human Resources Manager and will work as part of a team to provide skills to help find employment. Assesses clients' interests, skills, abilities, and work readiness. Finds and advises clients of employment opportunities. Supports and provides skill development to clients in areas related to obtaining and retaining employment.

Requirements - What you bring to the organization:

- 2-3 years of related experience
- Must have a valid Class 5 BC Driver's License and reliable transportation.
- Knowledge and understanding of Secwepemc culture, First Nations communities,
- Demonstrate excellent conflict resolution and interpersonal skills with the ability to work collaboratively with community members.
- Ability to work in a fast-paced environment
- Must have strong administrative, organizational and communication skills.

Ability to work independently and as a team, while building effective interpersonal relationships

- Ability to self-regulate, meet deadlines, have attention to detail, and most importantly adhere to strict confidentiality agreements.

- Knowledge of MS Office programs (Word, Excel, Outlook, PowerPoint, and Publisher)

Specific Duties and Responsibilities:

- Interview clients to get employment history, educational background and career goals
- Create intake and release of information forms
- Identify barriers to work and help clients with matters such as job readiness skills, job search strategies, writing resumés and preparing for job interviews
- Give and interpret tests designed to determine the interests, aptitudes and abilities of clients
- Assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Provide consulting services to community groups and agencies, business and industry, and to other organizations that offer community-based career planning resources
- Research funding opportunities
- Other duties as assigned

What we will provide:

- Full-time, permanent role with benefits
- Growth opportunities
- Competitive compensation package

Application Deadline:

Open until filled

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slb.ca

Fax: 250-679-3220

