

THE AGA KHAN ECONOMIC PLANNING BOARD FOR THE PRAIRIES
SKILLS AND EMPLOYMENT PROGRAM (SEP) JOB
DESCRIPTION – SEP COUNSELOR
November 2014

The SEP Counselor reports to the local EPB Chair primarily and to the Program Director for certain areas with national scope. All employment-related matters are to be referred to the EPB Honorary Secretary.

Summary

The SEP Counselor is responsible for all aspects of career development, counseling services and relationship management including conducting client needs assessment (to determine Low Income Cut-Off (LICO) or non-LICO status), employment consultation, labor market research, active case management and employer business development/ networking. Case management will include continuous follow-up with participants to review action plans and conduct appropriate referrals to external agencies and other boards and portfolios if required.

Objective

Counselor is primarily responsible for providing career counseling and job search strategies to ensure that participants living below LICO levels shift to non-LICO levels within a reasonable timeframe.

Career Counseling

- Provide individual career counseling services by assessing participants' abilities, skills, and interests and explore related careers and educational options available
- Identify barriers to employment and assist in resolving or providing guidance for resolution
- Refer participants for skills training based on thorough research
- Make appropriate referrals to agencies who provide career exploration and/or skills development services
- Provide motivation, ongoing coaching and support to participants
- Track and record activities and client progress through the Client Intake System (CIS) and monthly reporting tools
- Support participants in developing action plans and conduct periodic reviews to assess achievement of their goals
- Conduct regular analysis, research and catalogue career and occupational trends
- Assist participants in identifying financing sources for training programs
- Follow up with participants to provide encouragement and assistance with barriers impacting their action plans
- Share best practices with regional peers and local team

Employment Counseling

- Provide employment counseling and job search strategy coaching including resume writing, networking and interviewing skills
- Provide appropriate referrals to external agencies offering employment, ESL and training programs
- Match candidates against available jobs and market candidates to potential employers
- Conduct quarterly regional events in collaboration with local EPB (e.g. Host job fairs, workshops, guest speakers, and other employment events aligned to participants requirements, interests and gaps)

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Other

- Develop relationships with key business owners within the Jamat and with external organizations so that our clients can network, be prepared to build connections and ultimately land a job.
- Collaborate and consult with various boards and portfolios on matter relating to skills training, career and employment planning
- Attend national and local conference calls and meetings as required.
- Attend SEPMC monthly calls
- Research and identify vocational training programs, and external funding sources to finance vocational training. Perform related file and office administration
- Other duties as assigned

Application Deadline: November 24, 2014

We thank all Candidates for their interest, however only candidates selected for an interview will be notified

Please submit resumes to epbforprairies@gmail.com