



## **EMPLOYMENT OPPORTUNITY –Wolastoqey Tribal Council Inc.** **JOB COACH NAVIGATOR**

### **Overview:**

The Wolastoqey Tribal Council (WTCI) is a not for profit organization whose role is to provide capacity building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick. We are currently seeking to fill the position of Job Coach Navigator. This role is designed to assist youth overcome barriers to employment and develop a broad range of skills and knowledge in order to participate in the current and future labour market, as well as to promote education and skills as being key to labour market participation.

### **Key Responsibilities:**

The Job Coach Navigator will be responsible for activities that support the development and use of tools and products for learning, skills development, career planning and career development of youth age 15-30. This position will help identify real/potential barriers and will effectively guide and support youth and assist with the transition to the labour market. The Job Coach Navigator will be a visible point of contact person to provide ongoing support and guidance to youth and develop strong supporting relationships. Duties include but are not limited to;

- Provide professional guidance and support to youth in ongoing development of individualized career plans from interests and skills assessments with clear education and/or employment goals.
- Collaborate with youth in assessing individual needs, identifying strengths as well as barriers and creating plans of action with the youth addressing their needs.
- Assist youth to make well considered decisions related to identified needs.

- Provide referrals to appropriate resources along with support as needed/identified by youth.
- Track progress of plans and supports while facilitating advancement and career progression, through information sharing on labour market and industry trends, and developing relevant programs and services to support skills development.
- Conduct follow up activities agreed to with youth as part of plan of action.
- Complete appropriate documentation on all youth.
- Link support services, education/training providers, career and industry information, and employment opportunities.
- Liaise with employers to share expertise and build relationships that benefit communities.
- Develop presentations, workshops and open houses as needed to promote youth in the communities.

### **Qualifications and Attributes:**

- Minimum of post-secondary degree from a recognized institution in a health, social work, or other related field. Relevant experience may also be considered;
- Experience working with First Nations
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively;
- Excellent verbal and written communication skills;
- Highly organized with a strong ability to manage multiple projects and priorities with minimal supervision;
- Ability to build and maintain effective relationships and networking;
- Proficiency with Microsoft programs including Word, Excel, & PowerPoint etc.
- Valid Class 5 Driver's license and access to a vehicle. Candidate must also show a willingness to travel. • A working knowledge of First Nation communities, culture, social concerns and language is essential.

Remuneration is commensurate with qualifications and experience. Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

**Applications should be submitted in confidence via email, with the subject line "Job Coach Navigator" to: [human.resources@wolastogey.ca](mailto:human.resources@wolastogey.ca). or indeed.com. The deadline for applications is January 27, 2021**