Are you passionate about helping people achieve their best? Are you a great motivator with experience coaching people on employability and job search skills? Do you thrive in a fast-paced environment where creative problem solving and teamwork are essential? Then this may be the job for you!

OFE is a private, faith-based, non-profit organization. Our mission is to assist adults to achieve self-sufficiency through full-time, long-term employment. OFE is a fast-paced, goal-oriented environment that positively impacts thousands of lives per year. We are currently recruiting for the following position in our growing organization:

Position: Employment Consultant
EFT: 1.0 (Monday to Friday 37.5 hours/week)

Overview: The Employment Consultant works with participants in the OFE programs to motivate, encourage and job seekers to make a successful transition into the labour market. The Employment Consultant is an essential member of a dynamic team that collaborates to ensure participants have pre-employment resources and employability skills needed to secure long-term, meaningful employment.

The role of the Employment Consultant (EC) includes:

- Evaluating assets and barriers to employment through interviews
- Proactive case management and data management
- Assisting clients with job readiness skills, job search strategies, résumés and preparing for interviews
- Promoting appropriate workshops and programming to job seekers
- Continuous assessment and coaching for employability skills, behaviors, presentation and Essential Skills
- Implementing appropriate interventions to assist with non-employment issues such as housing and homelessness, mental and physical health, family concerns, addiction, settlement, or legal concerns.
- Developing and maintaining relationships with referring government workers
- Providing prompt and effective follow-up services

Necessary qualifications:

- Post-secondary education in a related field or the equivalent in experience
- Solid understanding of barriers to employment and working with individuals from diverse backgrounds
  - This role requires an analytical approach—assessing participants’ barriers as specifically as possible, exploring options to address them, and communicating recommendations promptly and clearly.
- Ability to easily and quickly establish and maintain positive working relationships with multi-barriered job seekers
- In-depth knowledge of job searching techniques and local labour market trends
- Experience in developing professional resumes and cover letters
- Proficiency in Microsoft Office applications and database use
- Well-developed case management strategies
- Excellent problem-solving, planning and organizational skills
- Exceptional written and oral communication; strong active listening and rapport-building skills
- Sincere desire to work in a collaborative team environment
- Knowledge of the Stages of Change Model and Motivational Interviewing is an asset

If you are interested in joining our team and making a significant impact in people’s lives, please send your cover letter and résumé to recruitment@ofe.ca Attention: Program Manager. A full description of this position is available by request. Please indicate salary expectations in your cover letter.

The deadline to apply is July 6, 2023.

Opportunities for Employment Inc., 300 – 294 Portage Avenue, Winnipeg, MB R3C 0B9 www.ofe.ca