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**CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION**  
**EMPLOYMENT OPPORTUNITY**  
**EMPLOYMENT CONSULTANT - FULL TIME**

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**PROGRAM AREA:** COMMUNITY EMPLOYMENT SERVICES (FOUR WINDS)  
**POSITION TITLE:** EMPLOYMENT CONSULTANT  
**REPORTING PROTOCOL:** REPORTS TO THE PROGRAM MANAGER

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**POSITION SUMMARY:** Under the direction of the Four Winds Community Employment Services Program Manager, the Employment Consultant is responsible for service tasks related to provide advice, assistance and information to clients on all aspects of employment search, training needs and entrepreneur programs managed and administered by the Economic Development /Four Winds Community Employment Services. He/she will ensure that services are provided in an effective and efficient manner to support client requests and capacity development initiatives that contribute to developing the local labour force. The Employment Consultant is the responsible for working with Students, unemployed, underemployed clients to assist with training, employment, educational upgrading and entrepreneur programs.

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Post-secondary Degree/Diploma or professional development in Employment Counselling, Career Development or in a related field, such as Human Resources or Social Services
- Grade 12 or GED
- Professional development certification in related field,
- Knowledge of employment, training and education programs available to support individuals achieve employment goals;
- Own reliable transportation and valid driver license for local traffic requirements.

**SKILLS REQUIRED:**

- Proficiency with computer Microsoft programs, Excel, Office, Outlook, Power Point, Publisher;
- Excellent communication skills both written and oral.
- Ability to prepare resumes and cover letters and to coach/prepare clients for job interview process;
- Previous experience facilitating training workshops or a willingness to learn;
- Administration skills

**PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
CLOSING DATE – MARCH 24<sup>TH</sup>, 2023

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: **HR – Employment Consultant**  
**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**  
**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**  
**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)  
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE  
INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL  
CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT