



## PURPOSE

We are partners in our clients' journey to achieving their full potential; innovators, and collaborators in the employment support, training, and skills development fields.

## MISSION

We develop and deliver innovative employment tools and training and provide outstanding services that support people on their work and personal journey.

## VISION

To inspire and advance the employment, training, and skills development ecosystem locally, nationally, and globally.

Futureworx values the power of diversity, equity, and inclusion in our workforce, our relationships and our programs and services.

We are committed to building a diverse and inclusive community, where the rights of all individuals and groups feel safe, valued, empowered, and respected for their contributions. Applications from candidates who have been historically disadvantaged and marginalized, including Indigenous peoples, black, racialized, a person with a disability, and 2SLGBTQ+ are encouraged.

## About Us...

Futureworx is a charitable organization based in Nova Scotia, whose purpose, since its inception in 1984, has been to help individuals facing employment barriers to overcome their obstacles and reach their full potential both in their community and in the workplace.

Our approach has evolved over time and today, Futureworx is a leader in developing and delivering innovative employment tools and training, always with a wholistic view that incorporates social and emotional skills or 'soft' skills development.

Futureworx has been a high-growth and innovative organization, that today delivers services in every county of Nova Scotia and every Canadian province and works with partners across the country and around the globe.

We have a **Contract** opportunity working 35 hours/week for up to 15 weeks as a **Career Development Counsellor/Instructor** who thrives in a supportive team environment and has a passion for helping others in their journey to reaching their fullest potential. This position will be based out of our Antigonish project site and reports to the Project Manager under the direction of the CEO. The anticipated start date is March 18<sup>th</sup>, 2024 with an end date of June 28<sup>th</sup>, 2024.

#### ROLES & RESPONSIBILITIES

Reporting directly to the Project Manager the Career Development Counsellor/Instructor for Connex will be responsible to:

- Assist in the daily schedule development of the Connex program
- Prepare lesson plans and conduct career development workshops and assessments designated participants
- Assist with intake orientation and with initial intake interviews
- Assess participants' potential motivation, strengths and weaknesses as it pertains to career development
- Assist participants in setting long range goals and provide guidance, encouragement and assistance to attain those professional goals
- Meet with and counsel participants on a regular basis concerning each individual's career needs and/or desires
- Ensure participant confidentiality is protected
- Attend Case Consultation and ESAT meetings to provide information on the progress of participants.
- Attend such other meetings as required
- Arrange work placements for participants in the Connex program
- When required, accompany participants to work placement interviews complete necessary forms/contracts and provide ongoing liaison between employer and Futureworx.
- Keep participant files and running reports up-to-date
- Prepare reports as required
- In cooperation with the Project Manager, collect information on training, skills upgrading and job placement progress for participants
- Maintain accurate attendance records on participants
- Maintain appropriate level of discipline within his/her area of responsibility
- Assist in developing good liaison and relations with businesses in the areas served by Futureworx.
- Perform such other duties as may be required by the Project Manager and/or the CEO

#### ADMINISTRATIVE & PROGRAM DEVELOPMENT FOR PROFESSIONAL DEVELOPMENT INSTRUCTOR

- Delivery of all Connex modules and career development group sessions; consistent adaptation to participant needs/skill requirements
- Providing Support to participants and employer hosts during placement
- Reporting and documentation of client progress in ESAT
- Provide weekly reports to Project Manager on program progress
- Act as a liaison with funders when necessary
- Case counselling sessions with Project Manager and Client Support team
- Developing, coordinating and monitoring group facilitated projects

## Futureworx believes our employees are our biggest ASSET!

We strive to recognize and reward our employees' contributions accordingly.

We offer an excellent benefit and compensation package:

\$28.33 /hours based on 35 hours/week

Earn 1.25 days/month sick time

Professional Development

Diversity, Equity, Inclusion Council

Accessibility Committee

Employee Assistance Program

## WANT TO JOIN OUR TEAM?

- If you are interested in joining our team, please send your cover letter and resume via email to Ann Boyd, Operations Manager, at [annb@futureworx.ca](mailto:annb@futureworx.ca) . If you wish to self-identify as a candidate from an under-represented group, please do so in your cover letter.

- Applications will be accepted until 4:00pm on Wednesday, March 20<sup>th</sup>, 2024.

- Only candidates who have been selected for an interview will be contacted.

- All offers of employment are conditional upon a clear criminal record check.

We look forward to hearing from  
you.