



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.

Futureworx occupies a unique space in the employment and career services landscape. With an entrepreneurial mindset that is distinctive in the employment field, it includes various tools and training offerings, and a reputation as an innovative, creative, energetic, and collaborative partner.



We have a full-time, permanent **Opportunity** working 35 hours/week for a **Career Development Practitioner- Case Manager** who thrives in a team environment and has a passion for supporting marginalized people in their journey to fulfilling their employment goals.

This position will be based out of Nova Scotia Works Centre in Truro and an **African Nova Scotian/African Descent Designated Position**. This role reports to our CEO under the direction and supervision of the respective Operations Manager. This position has an anticipated start date of July 22nd, 2024.

Roles & Responsibilities

Duties and Responsibilities include but are not limited to:

- Provide information on the support services available which can assist individuals and communities
- Conduct orientation to NSW service and identify potential service needs
- Gather and share relevant and local labour market information
- Assess an individual's employment/career needs; in a collaborative, client-driven process, develop a return-to-work action plan which addresses the specific needs of the client
- Monitor and evaluate plan; adjust as needed; provide follow-up and support
- Document the client's pathway via the NSW database system (LAMPSS)
- Compile monthly statistical data as required
- Deliver group learning sessions virtually and in-person on job search and employability skills

SKILLS & EXPERIENCE

Skills & Competencies

- Good knowledge of community organizations and referral agencies
- Solid understanding of Labour Market Information
- Committed to inclusionary practice, ethical decision making, confidentiality and working with diverse client groups, and able to assess job readiness
- Superior rapport building and communication skills
- Ability to access and effectively use information and communication technology
- Proficient professional documentation and data collection skills
- Ability to design, organize and implement group sessions with diverse client groups

Qualifications

- Knowledge of Career Development Services— Designation as a Certified Career Development Practitioner (CCDP) an asset
- Degree or post-secondary education in Human Services or related field of study or a combination of relevant education and work/volunteer related experience
- Experience using Microsoft 365; software applications such as Word, Excel, Power Point
- The successful candidate will be required to provide a current and satisfactory criminal record check



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:

\$47,447.71 - \$53,418.01 annually

3-weeks vacation to start

Pension Plan with options for 6% employer matching

Medical/Dental coverage available

14 additional paid holidays including STAT holidays

3 Personal Days annually

Accumulate up to 35 paid sick days at 1.25 days/month

Leadership Development

Diversity, Equity, Inclusion Council

Accessibility Committee

Employee Assistance Program

Service Awards



Champion Award

Wellness Fund

Education/Training Bursary

Conferences

WANT TO JOIN OUR TEAM?

- This position would be ideal for a self-starter who is a creative problem solver; excellent communication skills, strong advocate for marginalized persons, and adheres to inclusionary practice, ethical decision making, respect for diversity and confidentiality.
- If interested, send your cover letter and resume via email to aarond@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 4:30 pm on July 12th, 2024.
- Only candidates who have been selected for an interview will be contacted.
- Anticipated start date is on or around July 22nd, 2024.
- All offers of employment are conditional upon a clear criminal record check.

We look forward to hearing from you.