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**Career Development Instructor**

Term, Full Time Position (14 weeks)

Location: Amherst, Nova Scotia

**The Opportunity**:

We are seeking applications for an experienced Career Development Instructor for our CONNEX program which focuses on enhancing employability skills and supporting clients around career decision making.

The **Career Development Instructor** will have sufficient and direct work experience in career development services. This position will include the delivery of our Career Development Program and providing individualized supports to participants in the program. The program helps participants recognize their own skills and have a better understanding of an appropriate career path through an in-depth look at transferrable skills and career development. The Instructor must have experience with one on one action plans in relation to career development. The Instructor will also have experience in facilitating group sessions. This position would be attractive to individuals with a background in human and social services, with knowledge and understanding of career development.

**Essential Functions:**

* Prepare and conduct both group and one on one sessions with participants, focusing on career development
* Provide student performance coaching and feedback sessions daily
* Create an environment that is responsive and reflective of learning and development
* Develop and support the implementation and maintenance of individual action plans with each participant
* Maintain up to date and accurate client files, prepare and submit necessary documentation and reporting requirements.
* Communicate collaboratively and pro-actively with internal and external program stakeholders
* Work directly with community supports
* Arrange for and monitor student job shadow placements, as required
* Contribute to maintaining a healthy, secure, and safe learning environment.

**Qualifications:**

* Diploma or Degree in Human Services/Social Work/Counselling, or equivalent, and a minimum of three (3) years of relevant occupational experience
* Experience in adult education and/or group facilitation and demonstrated ability to support adult learners
* Career Development Practitioner (CDP) certification would be considered an asset
* Experience working with individuals facing barriers to employment
* Proficiency using Microsoft Office Suite
* Excellent interpersonal, written and verbal communication skills
* Effective organizational and time management skills
* Demonstrated ability to establish and maintain collaborative work relationships with internal and external program stakeholders

**Details:**

The scheduled start for this opportunity is **Feb 8th, 2021** (or before)ending **May 7th, 2021.**

Pay: $25.30 per hr. for 35 hrs. per week, plus 4% vacation pay.

If you are interested in becoming part of our team, please submit your resume and cover letter, ***by Feb 1st, 2021*** to Ann Boyd, Futureworx Society; 14 Court Street, Suite 305, Truro, NS B2N 3H7 or e-mail: [annb@futureworx.ca](mailto:annb@futureworx.ca)

*Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve.  We welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented.  If you are a member of one of the equity groups, you are encouraged to self-identify, in your cover letter or on your resume.*