



**Aboriginal Labour Force Development Circle**  
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## **PROGRAM COUNSELLOR– PATHWAYS FORWARD INITIATIVE**

### **Job Description for 18-Month Contract Position**

**LOCATION:** Northern Ontario – Community-Based Project Office (location to be confirmed).

**HEAD OFFICE:** Aboriginal Labour Force Development Circle, 274 Highway 49, Tyendinaga Mohawk Territory, ON, K0K 1X0.

**REPORTS DIRECTLY TO:** Project Manager, Pathways Forward Initiative, with overall authority from the Executive Director, Aboriginal Labour Force Development Circle.

#### **SUMMARY:**

The Pathways Forward Counsellor is a contract position responsible for providing direct supports to workers displaced by the recent layoff. This layoff has had serious impacts on service delivery across Northern Ontario and represents a major loss to the Indigenous-led workforce in the region.

The Counsellor provides frontline support, career counselling, and training navigation for displaced workers; assists in delivering culturally grounded employment pathways; and contributes to a coordinated regional workforce strategy. This position is part of the Pathways Forward response initiative and works collaboratively with Indigenous leadership, community agencies, employers, and ALFDC staff to ensure culturally safe, trauma-informed, and community-led service delivery.

This description outlines the duties, responsibilities, key qualifications, and conditions required for the role.

#### **ROLES AND RESPONSIBILITY:**

##### **Direct Client Support**

- Provide culturally grounded career counselling, intake assessments, and individualized employment action plans for displaced workers.
- Assist clients in identifying strengths, transferable skills, and opportunities for retraining or upskilling.
- Provide emotional support, trauma-informed guidance, and referrals to mental health or wellness services where appropriate.
- Support clients with résumé writing, job search strategies, interview preparation, and digital literacy.
- Help clients access education, micro-credentials, certifications, and on-the-job training through partnerships with training institutions.

##### **Skills Development & Training Navigation**

- Work with clients to select training pathways aligned with regional labour market needs (social services, health care, education, trades, etc.).

- Coordinate enrollment in training programs, ensuring clients understand requirements, schedules, and expectations.
- Track client progress in training programs and provide ongoing coaching to support completion and success.
- Maintain knowledge of available training resources, scholarship programs, and Indigenous-specific funding streams.

### **Community & Agency Coordination**

- Participate in and support a team consisting of relevant Indigenous partners and associates under this project, training institutions, employment agencies, and service organizations for the betterment of the program and client.
- Liaise with First Nations, Indigenous organizations, employment agencies, and service providers to ensure coordinated services for clients.
- Collaborate with community partners to ensure clients have access to culturally relevant and trauma-informed supports.
- Assist in community engagement, outreach, presentations, workshops, and partnership-building activities.

### **Employer Engagement**

- Help connect clients to job leads and re-employment opportunities.
- Provide job matching and referral support based on client skills and employer needs.
- Assist in coordinating wage subsidy placements, job trials, and supported employment opportunities.
- Promote Indigenous workplace inclusion and awareness when engaging with employers.

### **Administration, Tracking & Reporting**

- Maintain accurate, confidential client files and documentation according to ALFDC privacy and data protocols.
- Record all client interactions, training activities, employment outcomes, and supports provided.
- Track monthly statistics and prepare reports for the Project Manager.
- Uphold commitments to Indigenous Data Sovereignty and ensure secure management of client information.
- Support proposal development, presentations, community reports, and evaluation activities as requested.

### **Other Duties**

- Attend ALFDC meetings, community events, and project activities as required.
- Work respectfully and collaboratively with all ALFDC staff, Board members, LDMs, First Nations, and external agencies.
- Perform other duties related to the position as needed.

### **KEY QUALIFICATIONS:**

- Post-secondary education in Social Services, Career Counselling, Indigenous Studies, Human Services, or a related field; or equivalent combination of education and experience.
- Experience providing career counselling, employment support, or social services.
- Experience working with Indigenous communities, organizations, or Indigenous-led programs.
- Experience supporting people navigating unemployment, mental health challenges, workforce transitions, or social service systems.
- Strong understanding of trauma-informed, culturally safe approaches to service delivery.

- Knowledge of labour market trends, training providers, and community resources in Northern Ontario.
- Excellent communication and interpersonal skills; ability to work with clients from diverse backgrounds and experiences.
- Ability to maintain professional and cultural integrity in all written, verbal, and non-verbal interactions.
- Strong organizational skills and ability to manage multiple client files and deadlines.
- Proficiency with Microsoft Office, email management, virtual meeting platforms, and data entry systems.
- Ability to work independently and as part of a team in a dynamic, fast-paced environment.

### **CONDITIONS:**

- Must be able to work flexible hours, including evenings and weekends, depending on project needs.
- Travel throughout Northern Ontario will be required; occasional overnight stays may be necessary.
- Valid driver's license is required; clean drivers abstract an asset.
- Criminal Record Check is required.
- Must be comfortable working with clients in community-based settings.
- Manual dexterity required for computer work; ability to sit for extended periods.
- Must report progress, concerns, and recommendations to the Project Manager and Executive Director as required.
- Abusive or inappropriate behaviour (written, verbal, or non-verbal) will result in immediate cancellation of contract.
- All receipts and financial documentation must be submitted with proper approvals.

**LOCATION:** Northern Ontario – Community-Based Project Office (location to be confirmed).

**WAGE:** \$33.00 per hour.

**DEADLINE TO APPLY: January 18, 2026, at 12:00 pm noon.**

Please send cover letter with your resume to **Alex Graham** at [projmanager@alfdc.on.ca](mailto:projmanager@alfdc.on.ca). If you have any questions, please email me.

**INDIGENOUS ANCESTRY PREFERRED.**