



*Taking Charge! Inc. is a non-profit organization that provides programs and services for single parents and women*

## **Career Counsellor**

### **Full-Time – Term**

Anticipated Start Date: January 2, 2025

Term Ends: April 18, 2025 (with possibility of extension)

The Counsellor plays a vital role in supporting participants through a compassionate, trauma-informed, and participant-centered approach. This includes conducting intake assessments, collaboratively developing personal growth plans, and empowering participants to overcome challenges and achieve their goals on their journey toward self-sufficiency.

### **Duties**

- Conduct participant intakes, assessments, and collaboratively create individualized plans that reflect participants' goals and lived experiences.
- Maintain a caseload of participants, providing consistent encouragement and follow-up to support progress.
- Oversee the Taking Charge! of Academics (TCA) program in collaboration with teachers and the Winnipeg Adult Education Centre (WAEC), offering guidance and ongoing support to participants.
- Build and sustain effective networks with community agencies and other stakeholders to create pathways for participants' success.
- Facilitate engaging and informative workshops focused on personal development, empowerment, and skill-building.

### **Qualifications**

- Degree in Social Services or a suitable combination of education and experience.
- Awareness of and sensitivity to the systemic barriers faced by single parents and women receiving Employment and Income Assistance and navigating complex challenges.
- Knowledge of community resources and strategies for supporting participants' growth and well-being.



- Proficiency in Microsoft Office and strong administrative skills.
- Exceptional verbal and written communication skills, with the ability to build trust and foster inclusive and supportive relationships with participants.

### **To Apply**

Please submit a **cover letter and resume** to [careers@takingcharge.org](mailto:careers@takingcharge.org)

Taking Charge! is committed to creating an inclusive, trauma-informed workplace. We value diversity and encourage applications from individuals with lived experiences or an understanding of the challenges faced by the communities we serve.

**Application Deadline: December 2, 2024**

We thank all candidates for their interest in Taking Charge! Inc., however, telephone inquiries in regard to this position will not be accepted. Only those candidates selected for an interview will be contacted.