

Manitoba Government Job Opportunities

Bilingual Employment and Income Assistance Counsellor

SP3 Social Services Worker 3

Regular/full-time

Department of Families

Regional Social Services, Community Service Delivery

Beausejour MB, Selkirk MB

Advertisement Number: 40325

Salary(s): SP3 \$53,713.00 - \$69,146.00 per year

Closing Date: January 15, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be established to fill current and future regular, term, part-time and/or full-time positions within Beausejour and Selkirk and will remain in effect for 6 months. Unilingual candidates are encouraged to apply for eligibility list consideration.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

This position is designated as bilingual. The successful candidate must be able to communicate verbally and in writing in both official languages (English and French). Applicants must clearly state in their application form whether they meet the conditions of employment. Candidates under further consideration from the interview process will be required to undergo a French language skills assessment.

Introduction

The Employment and Income Assistance (EIA) Program is a program of last resort that provides financial and other assistance to eligible Manitobans who have no other way to support themselves or their families. The program works with persons living with disabilities to meet their specialized needs and ensure inclusion in the community while also partnering with employable participants and their families to encourage access and participation in the workforce.

To be considered for this competition, you are required to submit an Application Form for screening in addition to a resume. Note: Only those who submit an Application Form and Resume will be considered. See below for further instructions.

[Click here to access the application form.](#)

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must have a valid driver's licence and the ability to travel within the Province of Manitoba
- Must be available to work evenings, weekends and statutory holidays on occasion
- Must provide a satisfactory Criminal Records Check (including Vulnerable Sector Search), Adult Abuse Registry Check and Child Abuse Registry Check
- Must be fluently bilingual in English and French (required only for designated bilingual positions)

Qualifications:

Essential:

- Post-secondary education in the social services field. This may include a certificate, diploma or degree
- Related case management experience, including conducting interviews; providing supportive counselling, performing assessment, planning and service coordination. Other combinations of relevant education and experience may be considered at an underfill or commensurate classification and salary
- Experience working with individuals/families from diverse backgrounds (cultural, financially disadvantaged, persons with disabilities, socially disadvantaged, newcomers, etc.) who may face multiple barriers and challenges such as addictions, mental illness, disability and employment

- Ability to manage conflict in a calm, assertive and respectful manner
- Effective English verbal communication skills
- Effective English written communication skills
- Excellent interpersonal skills with the ability to demonstrate compassion, empathy and a non-judgemental approach
- Ability to independently problem-solve with understanding and empathy while also ensuring that Legislation and policy are appropriately and equitably applied.
- Ability to set priorities, to organize and exercise initiative in a complex and fast-paced work environment with high-volume caseloads and competing demands
- Ability to work effectively in a team environment with participants, other programs and external resources
- Proficiency in MS Office (Word and Outlook)
- Effective French verbal communication skills
- Effective French written communication skills

Duties:

As a Bilingual EIA Case Counsellor, you are a part of a larger social services team of health, education, training and employment professionals who work in partnership to help Manitobans maximize independence, autonomy and quality of life. The work environment is fast-paced and dynamic. You will be assisting participants, meeting with them in person and on the phone, hearing their stories, assessing their needs, providing counselling and connecting them with resources. Oftentimes, they may be experiencing physical, emotional and/or mental health issues, and have other stressors impacting their day. This can make for challenging situations, but you will also find reward in helping participants move forward in their lives.

You will work with EIA participants to plan for success, developing and implementing recommendations based on your knowledge and interpretation of program legislation and policy. You work within an integrated cross-departmental case management system and are an active member in planning and coordinating integrated services that strive to find the right solutions for participants and their families.

Apply Now:

Advertisement # 40325
 Service Centre 4
 Human Resource Services
 600-259 Portage Avenue
 Winnipeg, MB, R3B 2A9
 Phone: 204-945-7518
 Fax: 204-945-0601
 Email: govjobs@gov.mb.ca

To be considered for this competition you must submit an application form in addition to your resume. Complete the application form at the link below or contact Human Resource Services under "Apply Now" to request a copy of the application form. The selection board will rely on information provided in the application form to determine whether a candidate will be invited for further assessment.

[Click here to access the application form.](#)

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request