

EMPLOYMENT OPPORTUNITIES



NISICHAWAYASIIHK

CREE NATION

Department: ATOSKIWIN TRAINING EDUCATION CENTRE

Deadline: January 25, 2023

Salary Range: To be determined

Position: Training & Employment Officer

Start Date: ASAP

Ref #: NCN-2023-01-11-01

Position summary:

The ISET Program Employment and Training officer employs a high level of expertise in the areas of counselling clients, career planning and administrative responsibilities.

Duties will include:

- Meet with clients to prepare an action plan, needs assessment and career planning.
- Job search assistance, counselling, including resume writing, interview preparation techniques and cover letter preparation.
- Access to labour market and academic program information.
- Referral and sponsorship to education, skills training and employment programs to enhance Employability.
- Assisting clients with applications for Employment Insurance and Social Insurance Numbers.
- Data input: Accountability Resource Management System (ARMS) ensuring updated files are in system for all clients utilizing the Training & Employment Services.
- Assisting clients with the completion of Employment Insurance applications certificates, marriage, and death certificates (minimal levels of service).
- Refer clients to local employers seeking workers with matched qualifications, experience and transferrable skills for possible local and nation-wide employment.
- Maintain a local community job bank.
- Monthly reporting of program activities.
- Monthly financial reporting to FPDI.
- Supply FPDI with statistical information of local community trainees and results when required.
- Assist FPDI with their local community labour market information when required.
- Attend local and Partnership meetings on behalf of the First Nation that pertain to Training & Employment initiatives. These partnerships related to post-secondary training, Apprenticeship Manitoba, Workplace Education, and local construction activities and placements.
- Other duties as assigned.

Requirements:

- Ability to pass a security clearance check.
- A valid driver's license, class 5.
- Ability to manage a budget.
- Excellent organizational and time management skills.
- Familiar with post-secondary educational institutions, funding and training initiatives.
- Familiar with all Federal/Provincial Government Income Security Programs.
- Familiar with Employment Social Development Canada (ESDC)/ISET Program.
- Ability to handle more than one client simultaneously and provide satisfactory assistance.
- Ability to assist clients with barriers, issues and/or challenges to achieve their career goal/plan
- Ability to maintain confidentiality.
- Outstanding communication and interpersonal skills.
- Strong Mentorship skills.

Qualifications:

- Certificate/diploma/ degree in a related field and/or equivalent experience.
- Experience working in the employment and training sector an asset.
- Proficient in Microsoft word, excel, power point, email, internet research.
- Work with minimum supervision.

Working Conditions:

Willing and able to travel as required (must have own vehicle) and valid Manitoba Driver's License. Work in an office environment but may also perform worksite or field visits to training and practicum sites, or similar location.

Work a standard work week, but additionally may work evening, weekends, and overtime hours to complete tasks.

Salary:

- Negotiable depending on qualifications, experience and expertise.

If you are interested, please forward your cover letter, child abuse and adult abuse record, Criminal Records Check and resume to:

Nora Thomas, Human Resource Administrator

Phone (204) 484-2604 Cell (204)307-1178 or email: norathomas@nncree.com

