



# Swan Lake First Nation

## EMPLOYMENT OPPORTUNITY

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<b>POSITION:</b> Employment & Training Coordinator	<b>EMPLOYMENT TERM:</b> Full-Time
<b>SALARY:</b> Based on Qualifications - Negotiable	<b>REPORTS TO:</b> Director of Operations

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### **POSITION SUMMARY**

The ISET Program Employment and Training Coordinator employs a high level of expertise in the areas of counselling clients, career planning and administrative responsibilities. The Employment and Training Coordinator is responsible for the training to employment needs of their First Nation community members.

### **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 labor 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 and Employment services
- 👤 Assisting clients with the completion of applications for criminal record check, transcripts, birth certificates, marriage and death certificates (minimal levels of service)
- 👤 Refer clients to local employers seeking workers with matched qualifications, experience and transferable skills for possible local and nation-wide employment
- 👤 Maintain a local community job bank
- 👤 Monthly reporting of program activities
- 👤 Monthly financial reporting to FPD
- 👤 Supply FPD with statistical information of local community trainees and results when required
- 👤 Assist FPD with their local community labour market information when required
- 👤 Attend local and Partnership meetings on behalf of their First Nation, that pertain to Training and Employment initiatives
- 👤 Other duties as assigned

### **QUALIFICATIONS:**

- 👤 Post-Secondary degree or diploma 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
- 👤 Financial training

### **REQUIREMENTS:**

- Ability to pass a security clearance check
- Full-time use of a motor vehicle
- 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

### **WORKING CONDITIONS:**

- Willing and able to travel as required (must have own vehicle) and must possess a valid driver's license (class 5)
- Travel in accordance with or comparable to Canada Treasury Board rates
- 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

**Deadline Date: Friday, December 18, 2020**

Submit to: Desmond Gould – Director of Operations

Email: [slfndes@hotmail.com](mailto:slfndes@hotmail.com)

Phone: (204) 836-2101 / Fax: (204) 836-2255

***\* Must be included; cover letter, resume, application, CRC & copy of valid drivers licence***