

MISTAWASIS FIRST NATION #103



ADMINISTRATION OFFICE

P.O. BOX 250

LEASK, SK

SOJ 1M0

TEL: (306) 466-4800

FAX: (306) 466-2299

EMPLOYMENT OPPORTUNITY ACTIVE MEASURES COORDINATOR

Qualifications:

- Education background in Business and Human Resource Development or equivalent Education and/or Experience;
- Excellent written, and oral communication skills, and listening skills
- Familiarity with and competence in a computerized office environment
- Be a team player and reflect excellent work habit
- Valid drivers license and a reliable vehicle
- CPIC and Vulnerable Sector Check is required for the successful applicant.

Duties and Responsibilities:

- Establish and maintain functional relationships with clients, Governance, Administration, Funding Agencies, and Employers
- Understanding of career/job coaching and Assessment concepts and techniques
- To develop strategic partnerships with First Nations, Employers, Training Institutes, and Funding Agencies
- Understanding of Income Assistance (IA), Active Support for Education and Training Strategy (ASETS), Aboriginal Skills, Employment Training Strategy (ASETS), National Child Benefits Reinvestment Program (NCBR),
- To be able to work in an Inter-agency environment
- To develop and implement career action plans for clients
- Monitor clients by developing a data-base; compiling data, graphs and charts
- Develop and Implement a long-term strategic plan
- To enhance cross-cultural awareness to potential Employers and Training Institutes
- Able to work independently; and to be able to supervise staff.

This is a term position to end of March 31, 2012

Salary to commensurate with Qualifications and Experience

APPLY BY: 4:30 p.m., November 18, 2011

Only those candidates to be interviewed will be contacted

Please send resume, cover letter and references to: louis.ledoux@gmail.com

Louis C. LeDoux – Director of Operations

Box 250

Leask, Sk., S0J 1M0

Fax: 306-466-2299

Applications may be dropped off with Receptionist at Band Office.