



## **BEARDY'S & OKEMASIS' CREE NATION**

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Duck Lake, SK  
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### **Employment Opportunity Employment & Training Coordinator**

#### **Job Summary**

Beardy's & Okemasis Cree Nation (BOCN) is seeking an individual for the position of Employment and Training Coordinator (ETC). The main goal of the ETC is to connect members to training, education, jobs or careers. The ETC is responsible for working with our members to provide information and support in career planning, skills training, and employment or educational goals. The ETC is required to follow-up with clients and employers, and to collaborate with other departments within the Nation and partners outside to ensure client success. A ETC is the link between employers and workers and supports both employers and new workers to develop long-term careers.

#### **Duties & Responsibilities**

- Provide confidential one on one coaching and personal consultation for clients by discussing their aspirations and assisting them in creating short and long term career, or training goals; as well, as a comprehensive plan to reach those goals, including the development of employability skills,
- Assist clients to discover and overcome their personal barriers and set goals; provide advice, motivation, and direction to clients regarding employment and training that is aligned with their skill set and training or career plan,
- Monitor and evaluate progress of clients; assist clients as they transition into new work environments, as well as following up with clients to track successful placements,
- Assist with, and facilitate, information sharing sessions related to employability; interview preparedness, resume writing, basic work and business etiquette,
- Assist in the coordination and delivery of training and other programming as requested,
- Refer clients to potential employers and/or training opportunities,
- Collect labor market information for clients regarding salaries, job openings, skill requirements and other vocational information,
- Develop and maintain relationships with employers in both private and public sectors and First Nations across the Province,
- Coordinate with existing and prospective industry and community partners to build relationships geared towards the creation of potential employment opportunities and/or work placements for BOCN clients,

- Identify employers' needs relating to the potential position(s) for client placement,
- Participate in community labour force development initiatives,
- Advocate for increased numbers/representative numbers of First Nations employees in the workforce; inform and educate employers about the benefits of hiring BOCN members,
- Enter participant data and search participant information using required databases, and
- Create and maintain efficient and detailed electronic and paper file management processes.

**Required Competencies:** Flexible & Adaptable; Effective Communication; Relationship Building; Results Oriented; Client Focus; Problem Solving; Teamwork; Partnering

**Required Qualifications and Experience:** A post-secondary degree or diploma in the human service field or closely related field from a recognized institution is preferred. A minimum of two years' experience in career services, employment staffing, out placement services or human resources experience is required. Experience in career advising and/or counseling as well as case management is preferred. An equivalent combination of education and experience may be considered. Knowledge of First Nations' cultures and organizations would be an asset. Incumbent must have a valid driver's license and reliable transportation as travel will be required.

If interested in applying all applicants **MUST** provide:

- ✓ Letter of Application
- ✓ Resume with current email address
- ✓ (3) Current professional references (1) from last/current employer
- ✓ CPIC and Vulnerable Sector Check at time of interview if shortlisted

Forward applications to:

**MAIL:** Beardy's & Okemasis Cree Nation  
ATTN: Daryle Gardipy, CFO  
P.O. Box 340 Duck Lake, SK S0K 1J0  
**FAX:** 306-467-4404  
**EMAIL:** [dgardipy@beardysband.com](mailto:dgardipy@beardysband.com)  
**Or Drop off at the Band Office**

**Deadline for applications is: September 2, 2020.** (late applicants will be declined)