

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Apprenticeship Coach/Mentor

The Apprenticeship Coach/Mentor is responsible for planning, coordinating, and managing all activities relating to the Apprenticeship Program.

Scope

The Apprenticeship Coach/Mentor will help participants enhance their strengths and improve their job skills. He/she will job coach and mentor apprentices who are working towards their Red Seal designation. The Apprenticeship Coach/Mentor will discover people's strengths and weaknesses and assist with a training plan that works best for them. Having communication skills partnered with critical thinking are prerequisites for this job.

Reporting to

KKETS Apprenticeship Program Manager

Education

University degree (Business, Human Services, Education)
Post secondary education (diploma or certificate program)
Trade and or Technical Training

Professional Designation

Red Seal Certification is considered an asset but not required

Previous Experience

- 3-5 years of progressive project management and coordination experience
- Experience working with adult education, employment and training sectors

Knowledge, Skills, and Abilities

- Knowledge of Ontario Ministry of Training, Labor and Skills Development Apprenticeship program and requirements.
- Proven experience as job coach
- Experience in developing employment plans
- Ability to adhere to regulations and standards
- Working knowledge of MS Office
- Outstanding interpersonal skills
- Excellent organizational and problem-solving ability
- Strong English language written and oral communication skills
- Strong math skills
- Respect to diversity with ability to inspire and motivate
- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Understanding of the Matawa region and the member First Nation communities
- Ability to effectively present to or facilitate small or large groups
- Skill in effective mediating and negotiating

Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to travel locally and throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions

- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

Primary Duties and Responsibilities

PLANNING

- Consistently update the project plan which incorporates goals and objectives that work towards the strategic direction of the program

COORDINATION

- Ensure that the operation of the program meets the expectations of its clients, Board and Funders
- Communicate with stakeholders to keep them informed of the work of the program
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the program

ADMINISTRATION

- Prepare and monitor the training plans for apprentices
- Prepare program reporting requirements

OTHER

Perform other duties as required

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____