

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Apprenticeship Officer

Purpose

The Apprenticeship Officer for the Apprenticeship Project is a full-time contracted position. The Apprenticeship Officer is responsible for assuring that the project has administrative and organizational support. The purpose is to increase apprenticeship awareness with participants, and to assist with skills development and employment after they have completed training programs, tracking long term success for program delivery and outcome measurements. This role is vital to the success of the overall performance and success of the Project.

Scope

The Apprenticeship Officer will be responsible to maintain participant data in accordance with the applicable funding agreement. The Apprenticeship Officer will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures. The Apprenticeship Officer will provide administrative support services and maintain program and participant information and files.

Reporting to

Program Manager

Education

Minimum high school diploma; College diploma preferred

Professional Designation

None required

Previous Experience

- Background in managing Apprenticeship data and compliance records
- Computer skills and proficiency in Microsoft Word, Excel and Access
- Data entry
- Office applications
- File and record management

Knowledge, Skills, and Abilities

- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Knowledge of Apprenticeship process
- Understanding of Matawa First Nations Management and KKETS
- Understanding of the Matawa region and the member First Nation communities
- Attention to detail and accuracy
- Proven negotiating skills
- Strong interview and assessment skills
- Ability to speak and understand Ojibway, Cree and/or Oji-Cree would be an asset
- Full Valid Ontario 'G' license required

Proficiency in Computer and Office Equipment Use

- Word processing, Spreadsheets, Databases
- Email, Internet
- Fax, Photocopier
- Voice messaging system

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 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
- *Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).*

Primary Duties and Responsibilities

ORGANIZE THE PROGRAM

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Assist in collection and maintenance of records on the participants of the program for statistical purposes according to the confidentiality/privacy policy of the organization

LEAD THE PROGRAM

- Ensure that eligible participants are registered as apprenticeships
- Ensure that eligible participants are registered in the Matawa Skilled Workers Association
- Assist clientele in working with local union(s) and employment
- Ensure that the participants are assigned jobs that advance the apprenticeship process
- Maintain all records and books required for the apprenticeship process
- Ensure that the participants are prepared for employment
- Assist clients through the navigation of external systems of processes
- Advocate for the participant, ensure that employment and apprenticeship needs are met
- Responsible for establishing networking with external organizations
- Liaise with apprentices to clarify any assistance that is required with their education
- Conducting on site visits with the apprentices to ensure a safe and live work environment
- Provide mentoring and support services both during and after business hours where required
- Employment intervention and management
- Assist participants with further training articulates and employment opportunities
- Create and ensure Apprenticeship database is created and kept up to date
- Assist successful participants with recertification of tickets
- Coordinate the delivery of services among different program activities and other applicable programs, to increase effectiveness and efficiency
- Provide mentoring and tutoring activities of the training projects where applicable
- Keep community member’s informed of potential employers, and/or employment opportunities
- Refer suitable workers when there is a job opening with any of the employers in the community or outside the community
- Maintain client data for all client’s and ensure all necessary forms are completed
- Assess clientele and recruit based on eligibility

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: _____