

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Employment Community Coordinator

Purpose

The Employment Community Coordinator assists the First Nation in the development of training and employment initiatives by accessing program funding to enhance the employment situation of the community and its members.

Scope

The Employment Community Coordinator shall assist their community membership with the employment and training strategies as set out by the KKETS Program. The Officer will implement programming that enhances the community situation pertaining to employment and training, and will liaise on behalf of their community members to the KKETS office regarding assistance provided to their clients as well as the status of clients served. The Officer will also establish and maintain such partnerships with the community, Aboriginal organizations, all levels of government (federal, provincial and municipal), and private sectors as necessary for the effective performance of his or her function.

The Employment Community Coordinator is responsible to facilitate the program objectives as they pertain to clients, including planning, employment counselling, career development, support to trainees, and promoting employment in order to secure opportunities for First Nation members.

The Employment Community Coordinator 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.

Reporting to

Administration of the First Nation employing the Employment Community Coordinator; Also accountable to the KKETS First Nations Liaison Coordinator under the terms of the funding agreement between KKETS and the First Nation employing the Employment Community Coordinator

Education

Minimum high school diploma; University or College degree/diploma preferred

Professional Designation

None required

Previous Experience

- A minimum of 2 years in the Human resources field if no Post-secondary degree/diploma
- Budget development and monitoring
- Career counseling

Knowledge, Skills, and Abilities

- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management and KKETS
- Understanding of the Matawa region and the member First Nation communities
- Understanding of Human Resources and Skills Development Canada and Employment Insurance
- Mathematical reasoning
- Proven negotiating skills
- Strong interview and assessment skills
- Ability to speak and understand Ojibway, Cree and/or Oji-Cree would be an asset

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 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

PLAN THE PROGRAM

- Plan the delivery of the program and activities in accordance with the mission and the goals of the First Nation and KKETS
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services

ORGANIZE THE PROGRAM

- Ensure that program activities operate within the policies and procedures of the First Nation and KKETS
- Ensure that program activities comply with all relevant legislation and professional standards
- Supervise training projects as assigned by KKETS
- To retain knowledge of employment and training programs and functions as they pertain to the First Nation membership
- Gather and compile information as it relates to employment and training

LEAD THE PROGRAM

- Communicate with clients and other stakeholders, including but not limited to the First Nation and outside agencies, to gain community support for the program and to solicit input to improve the program
- Liaise with other organization staff and Employment Community Coordinators to ensure effective and efficient program delivery
- 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
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of a client

- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews
- Keep community members 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 of the community
- Assist individuals with job applications, Employment Insurance applications, and training applications
- Perform regular workshops geared towards employment and training needs (i.e. resume writing and interview skills)

CONTROL THE PROGRAM

- Write reports on the program for First Nation Administration and for KKETS (adhering to scheduled deadlines)
- Communicate with KKETS as outlined in the funding agreement
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation
- Report evaluation findings to KKETS and recommend changes to enhance the program, as appropriate
- Assess clientele and recruit based on eligibility
- Maintain client data for all clients and ensure all necessary forms are completed

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: _____