

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Indigenous Employment Wellness Officer

Purpose

The Indigenous Employment Wellness Officer is responsible for assisting clients who wish to take training through KKETS and need to overcome barriers in order to enter the workforce. The Officer will assist the client in developing and implementing action plans that meet client intervention needs. The Officer will ensure that community network is in place to support the client transition to healthy career and life path. The Officer will ensure that clients have access to the information and resources they need to make appropriate career and life choices. This role is vital to the successful transition and retention of learners and trained clients into workplace.

Scope

The Officer will act as a liaison between KKETS, clients, healing and wellness practitioners, training and employment partners as the Officer is responsible for referring culturally appropriate counselling and holistic client supports through appropriate interventions.

The 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.

Reporting to

ISETS Program Manager, Executive Director

Education

Bachelor of Social Work or Social Service Worker Diploma combined with relevant work experience with First Nation People.

Previous Experience

- Work experience in a social service environment in a support capacity
- Counselling in prevention and intervention
- Working with First Nation people within First Nation Communities
- Work plan development and implementation
- Database entry and/or client file management

Knowledge, Skills, and Abilities

- Ability to coach and mentor others in order to maintain employment and/or select a chosen career path
- Ability to effectively present to or facilitate small or large groups
- Ability to implement or plan life skills workshops, substance abuse treatment programs, behavior management programs, community and social service programs under the supervision of social services or health care professionals
- Ability to identify client's barriers to employment and assist with such matters as job readiness, job search strategies, writing resumes, and preparing for job interviews
- Knowledge of Social service providers, cultural and traditional healing services and support groups within the area
- Knowledge of career and education planning and development
- Knowledge of potential employment trends / developments / benefits from the Ring of Fire and other energy / infrastructure developments
- Knowledge of Knowledge of KKETS policies and procedures
- Ability to organize and manage client files

- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Understanding of the Matawa region and the member First Nation communities
- Solid understanding of Job Development and Marketing Strategies that promote and support Indigenous people
- Promote job trends and maintain the KKETS resource area
- Writing for the KKETS Newsletter, promoting ISETS services as required

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, 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 tasks

ADMINISTRATIVE

- Ensure that all business and operations are conducted in a responsible, confidential and ethical manner
- Gather and share success stories of clients
- Assess operational issues as they arise
- Provide reports, records, and documents to the ISETS Manager, relevant government departments and agencies, and organizational partners when requested
- Liaise with ISETS team staff/KKETS staff for updating individual action plans and supports

CLIENT SERVICES

- Ensure applications to access KKETS services are full and complete and meet reporting standards
- Assess clients training needs and funding supports available through the ISETS program for clients to link up with industry trending career options in the trades
- Assist clients to establish and implement career goals and training/education/employment plan(s)
- Identify barriers to employment
- Assess clients' relevant skill strengths and needs
- Maintain ongoing communications with clients before, during and after training and job supports
- Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on client's overall progress
- Meet with clients to assess their progress, give support and discuss any difficulties or any problems
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance, during training or job search supports
- Assist clients with attaining additional social services, or assist clients in locating and utilizing community resources including legal, medical
- Assist clients with job readiness skills, writing resumes, preparing for job interviews
- Update and maintain client records and skills in the database
- Assist clients with employment placement upon completion of training
- Facilitate work opportunities and negotiation of employment relationships on behalf of clients including the preparation of all placement agreements and contracts with individuals and employers that include training objectives and commitments and financial incentives
- Coordinate the community network of support for clients

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: _____