



## JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for a dynamic, qualified, and committed individual for the following position:

### Intake and Referral Officer (Internal)

#### Background:

KKETS provides culturally appropriate opportunities for education, training, and employment by providing professional advisory, support services, relevant systems, and programs to empower individuals to take initiative for change in their own lives.

**Position Summary:** The Intake and Referral Officer is responsible to assist in the program objectives as they pertain to clients, including planning, intake of trainees in all programs run by KKETS, support to trainees, and promoting employment in order to secure opportunities for Matawa First Nation members. The Intake and Referral Officer is also responsible to maintain client data and files in accordance with the applicable funding agreements and KKETS policies and procedures.

#### Preferred Qualifications and Experience:

The ideal applicant will have:

- Handling client files and database entries
- Excellent organization skills and willingness to travel to the communities
- Work plan development and implementation, quarterly reporting
- 2 years experience in a related field
- Budget monitoring
- Working with First Nation people within First Nation Communities
- Fluency in Ojibway or Oji-Cree is considered an asset;

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills, administration, and First Nations; and hold a valid driver's license or the ability to obtain one.

***Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.***

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: [www.matawa.on.ca](http://www.matawa.on.ca).

**Deadline:** Open until filled

**Please submit a cover letter with a resume and three employer references to:**

**Kiikenomaga Kikenjigewen Employment and Training Services**

Roxann Shapwaykeesic, ISETS Manager

RE: Indigenous Employment Wellness Officer JOB POSTING COMPETITION

523 Algoma St. N, Thunder Bay, ON P7A 5C2

**Or Email:** [kkets-reception@matawa.on.ca](mailto:kkets-reception@matawa.on.ca)

*We thank all who are interested, however, only those candidates selected for an interview will be notified.*