



“Working Together”

M *
Atikameksheng
Anishnawbek
A *
Sagamok
Anishnawbek
M *
Serpent River
First Nation
A *
Mississauga
First Nation
W *
Thessalon
First Nation
E *
Garden River
First Nation
S *
Batchewana
First Nation
W *
E *
N *

**The
North
Shore
Tribal
Council**

HEAD OFFICE:
473 Hwy. 17
Cutler, Ontario
POP 1B0

Tel: (705) 844-2340
Fax: (705) 844-2563

HEALTH PROGRAM:
Tel: (705) 844-2021
Fax: (705) 844-2844

EMPLOYMENT OPPORTUNITY (Contract) ASETS Employment Development Officer

Mamaweswen, The North Shore Tribal Council invites applications for the ASETS/Naadmaadwiuk Unit Employment Development Officer to work out of the NSTC Blind River Office and Atikameksheng Anishnawbek in Naughton, Ontario. The Employment Development Officer will report directly to the Aboriginal Skills and Employment Training Unit Manager (ASETS) of the North Shore Tribal Council.

Purpose and Scope:

The Employment Development Officer will provide employment assistance services to Atikameksheng Anishnawbek community members with advice and information on employment and training program, expectations, educational options and employment opportunities. The Employment Development Officer will develop employment and job opportunities and training for North Shore Tribal Council First Nations by identifying jobs that First Nation members could perform.

Job Responsibilities:

- Develop and negotiates applications for funding under ASETS/Naadmaadwiuk programs which are consistent with ASETS strategy.
- Analyzes and makes recommendations for funding for Naadmaadwiuk LDM to First Nation within specific programs terms and conditions.
- Monitors Naadmaadwiuk LDM's contractual agreements and ensures compliance;
- Monitor and evaluates client/job placements and reports for file case management;
- Provides employment counseling to individuals and groups as deemed necessary;
- Work with FN Liaison to ensure effective servicing/monitoring of participant contracts and files;
- Promotes and develops employment and on-the-job training opportunities for First Nations applicants;
- Works to ensure that the Annual Operations Plan activities are met;
- Reviews client information, interviews clients and determine skills and abilities;
- Provide employment counselling and referral services to membership of Atikameksheng Anishnawbek;
- Database entry of client data on ARMS for quarterly uploads to Service Canada;

- Sources any and all placement opportunities and tracking employment trends in local and regional labour markets;
- Negotiate training subsidies/apprenticeships with employers;
- Network with other agencies regarding client referrals and service coordination;
- Travel as required to locate prospective employers for employment and training opportunities

Qualifications:

- Post Secondary education in social sciences, humanities, social services, business administration or related discipline and/or a min of 2 years experience working in a related field;
- Minimum of two years work experience in employment counseling services and/or experience in relevant counseling role;
- Knowledge of NSTC ASETS employment and training programs and services offered;
- Understanding of First Nations Comprehensive Community Plan and Economic Development initiatives to support First Nation with community development;
- Facilitation skills for workshop delivery and design;
- Experience working with First Nation communities
- Strong administrative and organizational skills,
- Strong written and oral communication skills,
- Possess Research and analytical skills
- Excellent computer skills (Microsoft office applications and databases)
- Adherence to Privacy Laws and respect of confidential information
- Financial experience (budgeting, forecasting, monitoring, and reporting)
- Successful clearance of ESDC/Service Canada Security Clearance
- Must have a valid driver's license and availability to travel

Application Deadline: No later than 4:00 p.m. on Dec 18, 2018

Send letter of application, resume, three (3) letters of references and CPIC, along with copies of Diplomas and Certificates to:

**Annie Austin, ASETS/Naadmaadwiiuk Unit Manager
Mamaweswen, THE NORTH SHORE TRIBAL COUNCIL
473, Hwy 17. Cutler, ON P0P 1B0**

Full Job Description Available Upon Request

******Only those who qualify for an interview will be contacted***
Meegwetch***