



MUNSEE-DELAWARE NATION

Administration Office – 289 Jubilee Road, Muncey, Ontario N0L 1Y0
T – 519-289-5396, F – 519-289-5156 Website: www.munsee.ca

EMPLOYMENT OPPORTUNITY

POSITION TITLE: EMPLOYMENT AND TRAINING COORDINATOR

Resumes packages will be received by Munsee-Delaware Nation until the position is filled for the Employment and Training Coordinator.

Mission Statement:

The Munsee-Delaware Nation Employment & Training program supports the development of a workforce to meet the Munsee-Delaware Nation members' need, both on and off reserve. The program provides the services and supports by providing funding for training that will lead clients to become self-sufficient, gain and keep employment.

Position Summary:

The Employment & Training Coordinator is responsible for the administration of the Aboriginal Skills and Employment Training Strategy (ASETS) sub agreement between Munsee-Delaware Nation and the London District Chiefs Council (signatory agency – Southern First Nations Secretariat).

Qualifications

- Post-Secondary Diploma in Social Services, Business Administration or related field with demonstrated competencies;
OR
Grade 12 Ontario Secondary School Diploma or equivalent and five (5) years' related experience;
- Must have working knowledge of computers, Microsoft Office programs including Outlook, database usage, internet searching capabilities, and email;
- Must have financial knowledge including, reading financial statements and ability to create and monitor budgets;
- Exceptional knowledge and experience working closely with First Nations governance and management systems; must have knowledge of Munsee-Delaware Nation people;
- Must possess excellent interpersonal and communication skills and ability to organize time and work, and have sound decision making capability;
- Knowledge, experience and capability to identify employment needs of unemployed and underemployed people including youth and person with disabilities is desired;
- Interaction with clients, staff, visitors, government agencies/funders personnel;
- Proposal writing, and accurate reporting will be an asset;

- Must be a team player and ability to work independently;
- Must be willing to take training as necessary to fulfill all duties;
- Must have a drivers' license and access to reliable insured vehicle as some travel is required; and
- Must be able to supply a clear CPIC and Police Vulnerable Sector Check prior to employment.

Administration & Coordination of ASETA Sub Agreement

The Coordinator is responsible to ensure that all aspects of this agreement is adhered to, including but not limited to: ensure all funds are spend according an Annual Operation Plan, reporting quarterly and annually, maintain accurate financial records on expenditures, monitor cash flow projections, report client intervention outcomes.

Program Coordination

The Coordinator ensures that program services are provided to Munsee-Delaware Nation members, both on and off-reserve as per the ASETA sub agreement by:

- Establishes and maintains working relationships with other community partners, funding sources including LDCC Central Unit, First Nation Organizations, First Nations, training institutions, trainers, schools, private and public-sector employers and government agencies to promote employment opportunities for Munsee-Delaware Nation members;
- Develop and maintain partnerships where training and employment related programming is beneficial to clients;
- Identifies, develops and secure approval and funding for training programs;
- Negotiates training and all costs associated with training;
- Responsible for preparing budgets for client intervention, including time lines for payment;
- Monitor program and project expenditures and provide final outcomes and reports;

Client Interventions & Counseling

The Coordinator provides employment counseling to all clients who request services, the following is provided:

- Client intake – assess needs and development of action plans;
- Provide client with options and information as to what employment & training services and funding can be provided for them to succeed in their goals and aspirations;
- Provide training information as necessary;
- Resumes, cover letters, critiques, fax services, photocopying services, provide local labour market information and training opportunities;
- Conduct monitoring sessions with trainers, schools and client when deemed necessary and according to length of interventions; attendance tracking on clients;
- Establish interventions using programs and services under the ASETA criteria;
- Establish budgets, timelines, monitoring schedules, outcomes and final recommendations to all interventions.

Youth and Ontario Works Youth Employment Initiatives

The Coordinator is responsible for the coordination and supervision of youth and Ontario Works employment initiatives including:

- Completing all applications and proposals for funding initiatives including the First Nations and Inuit Youth Employment Strategy including Skills Link, Police Ethnic and Cultural Exchange (PEACE); and Youth In Policing Initiative (YIPI) Employment;
- Preparing the postings for all employment opportunities
- Monitoring and supervision of program participants.

Other duties as reasonably assigned by the Director of Operations.

Salary Range: \$40,000 to \$50,000

Interested applicants must submit a cover letter, resume, copy of all educational diplomas and certificates, three (3) written references – two (2) work related including most current employer or last employer; and one (1) character reference marked **CONFIDENTIAL** to:

**Carol Antone
Executive Assistant
Munsee-Delaware Nation
279 Jubilee Road, Muncey, ON N0L 1Y0**

carol@munsee.ca

Thank you to all who apply. Only the applicants selected for an interview will be contacted.