



# MUNSEE-DELAWARE NATION

Administration Office – 289 Jubilee Road, Muncey, Ontario N0L 1Y0  
T – 519-289-5396, F – 519-289-5156 Website: [www.munsee.ca](http://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](mailto:carol@munsee.ca)

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