



Cowessess First Nation #73

Box 100
Cowessess, SK S0G 5L0
306-696-2520
306-696-2720 FAX

Employment Opportunity

Applications are now being accepted for the following position:

Director of Employment, Training & Support

Department: CFN Community Preparation Centre

Job Summary:

As part of the CFN Community Preparation Centre team, the Director will supervise, evaluate and train staff, review assessments of clients, establishing employment/training eligibility, assist with planning and implementing personal employment/training strategies and supports, for clients, who are ready for training and employment. Prepare budgets, monitor revenue and expenditures, complete invoices. Oversee client data bases, prepare statistical and written reports for all vested partners.

Education and Experience

- Certificate in Social Work or Education; or 5 years' experience in management
- Experience in Case Management, Life skills instruction, Career Counsellor would be an asset

Skill Abilities

- Knowledge of ONE STOP CONCEPT: DECREASE DEPENDENCY, THRU ASSESS, TRAIN AND EMPLOY
- Knowledge of CFN Community Preparation Centre policies, structures, procedures, services, goal and objectives
- ability to handle high stress tasks, client assessment, family information, barriers,
- ability to handle many projects simultaneously, prioritizing task and completing on schedule
- Experience in case management, Partnerships engagement/creation, and supervision/delivery of programs.
- Knowledge of computer systems: dbase, excel, word, publisher, power point
- Ability to analyze and interpret findings, and concisely summarize
- Good communication skills: oral, verbal and written.

Only those selected for an interview will be contacted. Please **FORWARD** resume and references:

Human Resource

Email: ava.acoose@cowessessfn.com

DEADLINE for resumes shall be **NO LATER** than 12:00 p.m. May 17, 2019.