



Employment Opportunity

CLERK: Pre-Employment Supports

(Full-time, Term: January 2019 – March 31, 2020)

Poundmaker Cree Nation is seeking a dedicated individual to work with a caseload of 50 clients intensively to develop and implement client-led plans aimed to overcome barriers to education, training and employment for Poundmaker Cree Nation members and persons resident on reserve between the ages of 18 and 65 years of age. The Pre-Employment Supports Program is being set up through an Indigenous Services Canada initiative to assist persons to gain employment and become part of the labour force.

Roles and Responsibilities:

- Gather client information related to social assistance and employment and training supports
- Work collaboratively with the SA Manager, Administrator and other program manager's in client case management
- Assist and take direction from the Caseload Manager
- Collect and input data and generate reports to ISC and funding agencies
- Maintain client and program files
- The successful candidate will report to the Caseload Manager

Required Qualifications:

- Priority will be given to a Poundmaker Band Member who possesses these qualifications.
- Grade 12 or equivalent (GED), valid Driver's License
- Training in, or demonstrated working knowledge of, computers and software, basic math skills
- Must be confidential and professional
- Ability to pay precise attention to detail
- Excellent communication and interpersonal skills in dealing with the public, employers, and staff
- Good organizational skills
- Responsive, reliable, and committed to serving the public in program delivery
- The successful candidate will be required to submit a **CPIC**.

Please apply by submitting a cover letter and resume to:

Crystal Baptiste
Director Social Development
Poundmaker Cree Nation
Fax: 306-398-0016

Closing Date: Thursday, January 31, 2019

*****Note: only those applicants selected for an interview will be contacted*****