

JOB OPPORTUNITY



Sagkeeng Social

Assessment Worker (Term positions)

May 6, 2019 – March 31, 2020

DUTIES:

- Ensure that applicants meet the eligibility requirements for training by,
 - obtaining information from applicant and filling out assessment and other forms,
 - making recommendations regarding training eligibility.
- Work with clients to ensure that they obtain and complete the correct paperwork for enrollment in programs they meet the requirements for.
- Other duties as required.

QUALIFICATIONS:

- Must have Grade 12 or equivalent,
 - Ability to work busy and deadline-oriented environment,
 - A strong team player, but also must have the ability to work independently with minimal supervision,
 - Good interpersonal skills
 - Ability to handle multiple tasks with various deadlines,
 - Strong organizational and time management skills,
 - Detail oriented,
 - Good verbal and written communication skills
 - Very reliable with excellent attendance
 - Must be comfortable working with clients and filling out paperwork.
 - Must have strong analytical ability,
 - Must be comfortable using computers, particularly Microsoft Office,
 - Current Criminal Record Check, Vulnerable Sectors check, and Child Abuse Registry Check,
- Preference will be given to applicants of Aboriginal / First Nations ancestry



Application deadline:

May 3, 2019

Formatted: Font: 16 pt, Bold

Applicants MUST submit:

- Cover letter/ resume
- Criminal record check
- Vulnerable sectors check
- Child abuse registry (or proof of application)

Attention to:

Human Resources

Sagkeeng Government Office

Box 3, Fort Alexander, MB

R0E0M0

Resumes can be mailed to the above address, emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED