

JOB OPPORTUNITY

Sagkeeng Social is looking to fill term positions for an Assessment Worker and a Youth Worker from

September 17, 2020 until March 31, 2021

Reporting to the Supervisor these positions are responsible for ensuring that pre-employment program requirements and service principles are being met.

DUTIES:

- Ensure that applicants meet the eligibility requirements for training by,
 - obtaining information from applicant and filling out application, assessment and other required forms,
 - making recommendations regarding training eligibility.
- Meet and work with clients to ensure that they obtain and complete the correct paperwork for enrollment in programs they meet the requirements for,
- Ensure clients participate in the programs including following up with the clients to see how they are doing,
- Maintain accurate records and complete interim and final reports as required,
- Discuss any issues with the Director or other designated employee,
- Other duties as required.

QUALIFICATIONS:

- Good interpersonal skills
- Must be a strong team player, but also must have the ability to work independently with minimal supervision,
- Must have Grade 12 or equivalent,
- 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,
- Must have a valid Driver's licence and a vehicle they can use to visit clients,
- Current Criminal Record Check, Vulnerable Sectors check, and Child Abuse Registry Check,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with first preference to Sagkeeng Band Members.



Application deadline:

September 16, 2020

Applicants MUST submit:

- Cover letter/ résumé
- Current criminal record check
- Vulnerable sectors check
- Child and Adult abuse registry (or proof of application)
- Valid Driver's Licence

Resumes must indicate how the applicant meets the qualifications for the position and can be mailed to:

S.E.T.S.

Box 8, Fort

Alexander, MB

R0E 0P0

or emailed to

jobs@sagkeeng.ca

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

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