



Job Opportunity
Native Employment Officer
Sipekne'katik First Nation
Closing date: **December 13, 2019**

General Description:

Under the direction of the Director of Operations the Native Employment Officer (NEO) is responsible for providing career and employment counseling to facilitate and promote employment opportunities for Aboriginal clients. This position also identifies and assists clients with job placements.

Responsibilities:

- Facilitate employment initiatives and needs assessments.
- Provide services that will increase the employability skills of clients and reduce their dependence on social assistance programs.
- Assist Aboriginal clients with job preparation and job search activities that includes career counselling.
- Identify employment opportunities for clients and assist with providing access to employment opportunities that improves the overall well-being of Aboriginal clients.
- Facilitate local employment opportunities with major industries.
- Secure funding for employment activities and programs that ensures compliance with employment programs of the sub-agreement with Mi'kmaq Employment and Training Secretariat.
- Perform various administrative duties for the NEO program that includes administering funding opportunities, ensuring report compliance to funders and working with the adult learning program.
- Oversee the Driver Education Learning Project (DELP).
- Promote the NEO program such as posting website updates for regional job opportunities.
- Supervise and mentor staff who work for the NEO.
- Other related duties as determined by the supervisor.

Qualifications:

- A post-secondary education along with 2 years of experience working in an office environment.
- Familiar with employment needs assessments, career counselling, human resource planning, office administration, relevant labour and employment legislation and regional employment opportunities are preferred.
- Must have strong computer, networking, writing and conflict management skills.
- Must be willing to be a lifelong learner with strong research skills.



- An equivalent combination of education and experience will be considered
- Preference will be given to applicants from a Mi'kmaq First Nations Community.
- A criminal records check is required. Having a criminal record is not a determinate factor.
- Preference will be given to applicants from a Mi'kmaq First Nations Community.
- Must have a driver's license and a reliable vehicle.
- A criminal records check is required. Having a criminal record is not a determinate factor.

This position includes health, dental and life insurance as well as an employer pension plan.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

DEADLINE: December 13, 2019

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***