

- Works collaboratively with Human Resource to aid in staff development and training opportunities

Qualifications:

- College certification or diploma in Employment & Social Development, Human Resources
- Experience with the PAL database system
- Prior work experience in employment programs and services in the Halifax region considered an asset
- Experience using Microsoft Office, data base systems
- Excellent verbal and written communication skills
- Organizational and time management skills
- Excellent interpersonal skills and ability to work as a team or independently
- Must provide a vulnerable sector check
- Must have a valid driver's license and reliable means of transportation
- Must be of Indigenous Ancestry
- Must be bondable, provide a criminal record check

Application Deadline: Open until position is filled

Submit a Cover letter & Resume to: hr@mymnfc.com

***Please reference "Interim Employment Support Worker".

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process, included and not limited to travel, relocation, and application development.

Only those applicants who are screened in for an interview will be contacted.

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Interim Employment Support Worker (Interim maternity leave)

Location: Halifax, NS

Salary Range: \$ 40,000.00/ year

Employment Term: Contract January 4th, 2021-January 4th, 2022, Full time hours (35 hours/ week)

Reports To: Executive Director

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Interim Employment Support Worker (fill-in position for maternity leave)** to add to our Employment & Training team. This position will be full-time hours Monday- Friday, 9-4 pm. The Interim Employment Support Worker is responsible for providing support to the Employment program. They will provide clients access to programs and services that support the development of skills, training, job experience and ultimately employment. This position assists in Human Resource related administration functions including but not limited to; job posting, job descriptions, pre-screening applications, scheduling and participating in interviews. This position is responsible for data entry, client intakes and other employment related duties.

Key Responsibilities:

We are looking for an individual to perform the following duties:

- Development of employment and training plans and proposals
- Coordinates the day to day operations of the program
- Prepares monthly financial & activity reports
- Provides access to a variety of job finding and job seeking skills & training programs
- Client based needs assessments
- Office administration- documentation, editing, collection and dissemination, advertise client related activities and information ensuring relevant program information, activities and events are maintained on MNFC website and Facebook.
- Data entry/analysis for data based systems
- Book appointments to assist clients/ community members with developing action plans
- Provides client follow-up
- Works collaboratively with external businesses, communities and networks to build and maintain partnerships
- Provides client support in accessing external resources, liaising with service providers
- Supervises of clients doing work terms/student placements
- Travel as required for various training initiatives
- Skills development training/ workshops
- Labour market information research and information for job creation
- Works collaboratively with department managers in assisting in new hires, job descriptions, job postings, interviews and reference checks.
- Coordinates, facilitate and supervise a variety of recreation, cultural related workshops and activities.
- Maintain a resource library accessible to clients at MNFC