

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **January 20, 2020**

Position(s) with Department and Closing Date: Description, Requirements and Qualifications:

Homemaker/Caregiver with the Ermineskin Assisted Living (homecare) department. CLOSING: January 23, 2020

Under the direction of the Assisted Daily Living Programmer, the homemaker-Caregiver must perform house hold tasks, non-medical transportation, and support clients to maintain a safe and supportive living environment in their homes.

Responsibilities: The homemaker-Caregiver is responsible for the following duties.

- Light housekeeping including sweeping and mopping in common areas (kitchen and living room), cleaning the bathroom (including bath tub/toilet), assist with in-home laundry, dusting furniture and ornaments, clean client's bedroom, and in-home meal preparation.
- Home management (light and heavy cleaning) such as seasonal cleaning of windows, walls, kitchen cupboards, oven and fridge.
- Non-medical transportation such as driving client to do their banking, grocery errand and delivery, and provide assistance for our clients who have limited mobility with their shopping needs.
- Preparations and deliveries of weekly meals and monthly deliveries of the good food bag to clients.
- Shopping, cooking, and meal prep duties for the weekly meals on wheels program.
- Document case note of all home visits and homemaking services including mileage traveled.
- Hand in all documents to the Assisted Daily Living Programmer at the end of each week.
- Document the time spent with each client.
- Report and document any incidents that arise from work related activities.
- Communicate and document all service requests from the client and report them to the Assisted Daily Living Programmer to make the appropriate referral to the proper department or agency as needed.
- Upon request of the Assisted Daily Living Programmer, perform administrative duties such as answering phones, photo copying, scanning documents, filing, and client home-visits for file updates.
- Perform other duties as requested by the Assisted Daily Living Programmer.

Requirements:

- Must have a valid driver's license - class 4 or class 5.
- Must have own transportation and valid insurance and registration.
- Must have first aid and CPR certificates.
- Must have Food Handling and Sanitation Certificates.
- Must be reliable, patient, compassionate, and friendly.
- Able to communicate with others in an approachable and honest manner.
- Must have knowledge of the Cree culture and able to understand and speak the language.
- Able to read and write in English and understand verbal and written instructions.
- Submit a Criminal Record Check and Drivers abstract.
- Must be able to work with minimum supervision and be a team player.
- Must be open to take further training as required or needed.
- Experience working with the Elderly and the disabled is an asset.
- Ability to lift 20 kg or 40 pounds.

Please Submit Application/Resume, Copies of Certificates, Driver`s Abstract and updated Criminal Record Check.

One (1) Board Member with the Rural Electrification Association (REA) board CLOSING: January 27, 2020

The duty of the REA Board members is to serve their community with recommendations, input, and review of various issues facing the Ermineskin Tribe, so that the Ermineskin REA can make the best decisions. The board members are the representatives of the community, so they are also utility ambassadors to the community. Keeping the public informed about the utility's mission, goals, policies and processes. The role of the Board includes: 1) Organization; 2) Program planning; 3) Goal setting; 4)

Decisions concerning budgeting and financial management; and 6) Evaluation of programs.

DUTIES OF THE BOARD: In general: As a board member, you will understand the needs of your community. You will bring this awareness to the full board and be willing to guide Ermineskin REA in meeting those needs.

- a) Find out where there are unmet needs in your community;
- b) Gather input from the community about how to meet those needs.

Individual board members will attend board meetings and actively participate.

- a) Be prepared for meetings and read all materials provide
- b) Be willing to ask questions-exercise healthy skepticism
- c) Be willing to make decisions.
- d) Become familiar with agency policies and procedures, organizational structure, decision-making processes, and parliamentary procedure in order to become an effective representative.

Board members acting as a team, set policies and goals for Ermineskin REA

- a) Be knowledgeable about Ermineskin REA operations and program delivery environment.
- b) Focus on important and long-range issues.
- c) Bring your experience and knowledge of your community to the table.

Board members will exercise fiduciary responsibility for Ermineskin REA.

- a) Develop the long-range financial plan.
- b) Review and approve the annual audit to ensure that money is spent responsibly.

Board members will play an active role in supporting the Utility manager

- a) Participate in the annual performance review

QUALIFICATIONS:

1. **REA customer or live in a residence that uses REA services**
2. Attend regular board meetings
3. Will serve a three (3) year term
4. Must have knowledge of bills and bill payment procedures
5. Must have reliable transportation
6. Read and review all documents issued before or at meetings
7. Required to be willing to devote personal time to workshops and unexpected meetings

Please Submit Application/Resume.

Social Systems Navigator Specialist with the Kanawemahsowin Kamik Program for Children & Families department.

CLOSING: February 3, 2020

- The Social Systems Navigator Specialist will act as the lead in delivering navigation supports within the social services system along with developing a program of service delivery that supports greater outcomes for ECN families;
- The role of the Social Systems Navigator Specialist will be responsible for the development and implementation of a support model that is specialized in the various Social Welfare Agency, Support Services and practice/policy related issue; that serve ECN families who are receiving services from Alberta Children’s Services/Delegated First Nation Agency. The role will be innovative and play an integral part within a strong and progressive team with the Kanawemahwasowin Program.
- Further, the role of the Social Systems Navigator Specialist is to work with various community programs that will compliment and contribute to the overall Kanawemahwasowin Kamik program Work Plan and objectives.. This shall include local and provincial social agencies and organizations.
- The role of the Social Systems Navigator is to assist ECN citizen’s involved with Alberta Children’s Services/Delegated First Nation Agencies in navigating various social agency’s practices and policies as well as related legislation.
- The Social Systems Navigator Specialist role is a role that will act in advocacy following a prevention first philosophy when working with outside agencies and organizations as well as advocacy that is strengths-based when pushing for Best Practices in the Children’s Services role at the HUB table

Responsibilities:

- To develop and implement a Social Systems Navigation Service Delivery Model for ECN citizen’s that are currently receiving services from Children’s Services which will include the various forms and policy.
- To discover and build community partnerships with other Social Welfare programs/agency within the community of Maskwaçis; along with provincial agency/organization

- To be a part of the prevention working group that will support the delivery of programming through the coordination and implementation of a collaborative model
- Work closely with Income Support/NHS in dual service delivery in terms of prevention interventions
- To work in partnerships in the delivery of workshops geared to enhancing citizen knowledge of the various roles of social agency, policies/practices and legislations; that is aligned with the Program Mission and Vision.
- To work closely with the Prevention Program Specialist and CFS Regions and DFNA's in advocating for greater preventative approaches and best outcomes for ECN citizens that receive services in terms of Children's Services
- To develop clear mandate of program service delivery; will also work collaboratively with team to develop practice standards and policy of program
- Work closely with community partners that promotes community wellbeing and opportunity for success of service users
- To develop an intake process for active CS files
- Support the team in the development of forms specific to the prevention and navigation area
- To meet in support and advocacy with the CS workers upon guardian request and with consent for service
- Complete annual work plan and quarterly reporting on program progress and potential challenges

QUALIFICATIONS:

- Undergraduate/Graduate Degree in Social Work Preferred
- 3-5 years direct experience with Children's Services at a case management/worker level (Preferred)
- Prevention experience preferred within the scope of Children's Services but not limited
- Have a defined model of practice approach (Social Work – Theoretical Framework of Practice)
- Clear Intervention Record Check and CRIM/Vulnerable Sector check
- Must be a registered or be eligible for Registered Social Worker with the Alberta College of Social Workers; if hold an Undergraduate/Graduate Degree
- Must have own transportation and valid driver's license
- Sign and Adhere to a Confidentiality Agreement

Please Submit Application/Resume copies of certificates, updated Criminal Record Check and Child Intervention Check.

One (1) Case Management Worker with the Neyaskweyahk Human Services (NHS) department.

CLOSING: February 4, 2020

The Case Management Worker is responsible for the administration of the Income Support Program by ensuring the Income Support policies are properly applied. The Case Worker is expected to provide professional services to the Nation.

JOB DUTIES:

1. Ensure correctness of all cheque requisitions and recommends authorization of all budget and decision forms for the Director's approval.
2. Responsible for assisting in the completion of the Individual Work Plan, Employment Readiness Form and responsible for the implementation of each.
3. Responsible for input of each individual case/client.
4. Is responsible for contributing to case conferences with the other programs within Neyaskweyahk Human Services.
5. Ability to work as part of a Neyaskweyahk Human Services Team, and Administer the Income Support Program, working cooperatively with Child Welfare and Support Services Department.
6. Familiarity with social agencies within the community.
7. Work closely with Maskwacis Employment Center (MEC).
8. Ensure clients files are in compliance and updated at all times.
9. Home visits.
10. Willing to take training.
11. Referrals
12. Other job duties as required.
13. Advocate for clientele

14. Treat all clients and the general public in a courteous and respectful manner at all times.
15. Adhere to the ECN Personnel Policies.
16. Follow Dress Code
17. Responsible for maintaining Confidentiality with clients and staff.

PROGRAM DELIVERY:

- Administer the Income Support Program and ensures that policies are adhered to.
- Maintains a full caseload of clients and performs all required duties to service that caseload in a responsible, professional manner and in the best interests of the clients.
- Assumes clients as assigned by the Director and fills in for other caseworkers when they are absent, to ensure there is no interruption in services.
- Formulates policy questions for the Director and prepared to seek assistance from the Director in difficult situations.
- Knowledge of current social assistance computer program (360).

JOB REQUIREMENTS:

- **Education:** University Degree or Diploma in Social Work or related area.
- **Experience:** Must have three (3) years minimum experience in related area and/or experience with administering First Nation's programs and operating budgets.
- Familiar with issues and factors affecting the community; as ability to create awareness to community members of resources and agencies.
- Class 5 Drivers License and own transportation.
- Must submit an application, resume, clean Criminal Record Check, Child Intervention Check, copies of Certificates and Two (2) Reference Letters.

Please Submit Application/Resume copies of certificates, updated Criminal Record Check and Child Intervention Check and Two (2) letters of Reference.

*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office*

Incomplete Applications will automatically be screened out

FOR FURTHER INFORMATION CONTACT:

**Ermineskin Cree Nation
Personnel Department
Box 219
Maskwacîs, AB
T0C 1N0**

**Phone: (780) 585-3741 ext. 241 or 311
Edmonton Direct: (780) 420-0008
Red Deer Direct: (780) 343-1078
Ma Me O Beach Direct: (780)586-2545
Toll Free: 1-866-585-3941
Email: faith@ermineskin.ca**