

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **September 16, 2020**

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

Six (6) Month Contract Policy Analyst with the Administration Department CLOSING: September 17, 2020

The Policy Analyst will be responsible for the research and analysis of information as it relates to the policy evaluation, amendment and development. The incumbent is responsible for consulting with key stakeholders, government officials, internal staff and technical experts. They will oversee the development of options in terms of policy projects. This includes the preparation and providing a comprehensive list of recommendations on a wide range of policy projects, to support the organizations overall plans and objectives. Further, the responsibility is to work closely with program directors and managers to review and revise existing policies; to provide a comprehensive detail on new policy and recommendations.

CORE COMPETENCIES:

- Strategic Thinker
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Evaluation
- Decision making
- Computer skills
- Writing Comprehensive Evaluative Report
- Provide consultation
- Ethics and Integrity
- Planning and Organizing
- Communication
- Conflict Resolution
- Team Work

JOB DUTIES:

- Assists with the development of a policy framework for an effective and successful delivery of policies within an integrated system of programs and services;
- Identifies policy issues, conducts research, consultation and analysis
- Prepares options and recommendations
- Receives approval from the appropriate levels and implements approved options;
- Coordinates work with technical experts and provides research and analysis for guidelines that support policies;
- Writes decision documents for approval;
- Prepares and coordinates briefing material, reports, speaking notes and correspondence on current issues;
- Responsible for developing work plan that highlights scope of work, conducting analysis and evaluation and to make a comprehensive summary of finds that will highlight recommendations for consideration;
- Interprets, applies, updates and provides advice on existing policies and guidelines for staff, executive and leadership;
- Prepare policy directions and strategies to implement in response to these initiatives;
- Work with the Administrator, Directors and Managers to review and revise current policies that best meet the needs of Ermineskin Cree Nation citizens and supports successful program delivery;
- Work as part of a team to assess and address issues of common interest for Ermineskin Cree Nation
- Performs other duties as required.

REQUIREMENTS:

- A university Degree in Economics or Business Management/Administration
- Minimum of ten (10) years of experience in policy analysis
- Detailed knowledge of First Nations economics, business and policies
- Excellent verbal and written communication skills for preparing and presenting information

- High level of capability in the areas of analytical, research and problem solving skills
- High degree of professionalism for representing the organization at meetings of government officials, affiliated organizations, and the public
- Ability to work collaboratively with internal staff and affiliated organizations
- Strong organizational, project, and program management skills and the ability to work on a wide range of issues simultaneously
- Competency in computer applications including word processing, spreadsheets, and presentations
- Willingness to work on teams and good conflict resolution skills
- Can work independently and in a team environment
- Effective attention to detail and high degree of accuracy
- High level of integrity, confidentiality and accountability

Please Submit Application/Resume and updated Criminal Record Check.

First Nations Designate with the Kanawemahsowin Kamik Program for Children & Families department.

CLOSING: September 22, 2020

ROLE:

- Appointed by Chief and Council by Recommendation of Program Director
- The role of the First Nation Designate is to support connections between children and youth receiving child intervention services and their families, culture, language and community (Ermineskin Cree Nation)
- The First Nations Designate will work with the Manager and Director of the Program and will be supervised by the Director.
- The role of the First Nations Designate is to be involved in planning services for children who are 'Status Indian' and are Band Members receiving services from a Children's Services (CS) Region. This includes those children/youth that have potential to be registered.
- The First Nations Designate Role is designated by Chief and Council, where the FND may provide services over and above the five core legislative functions; as directed by the Director
- The main functions of the First Nations Designate are highlighted in the policy manual and in alignment with the Child, Youth and Family Enhancement Act. These functions include; planning for Services, Collateral for Intake and Assessment, Decision-Making for Adoption/Guardianship, Providing Information and Notice of Orders.
- The First Nation Designate role will also include the assistance in community events that the Program Director and Manager identify.
- The First Nation Designate will also provide reporting as required by the Director and Chief and Council

DUTIES & RESPONSIBILITIES:

- The First Nation Designate will be responsible for being available to Children's Services in order to provide consultation; specific to the Planning for Services, Collateral for Intake and Assessment, Decision-Making for Adoption, Providing Information and Notice of Orders.
- The First Nations Designate will be responsible to deliver service as defined by the Child, Youth and Family Enhancement Act and Policy Manual.
- Provide support in planning to ensure consistency as well as community and cultural expertise is being utilized in supporting children and families in maintaining cultural and relational connections while also helping to preserve the child's cultural identity while receiving services for the CS Region.
- To serve as a collateral contact during the intake and assessment phase; where the Delegated First Nation Agency (DFNA) or CS Region gather information regarding a child who may be from ECN.
- Will be responsible for tracking and recording data that will inform outcomes for ECN children and their families.
- Will be responsible for engaging in and reporting on collaborative partnerships, meetings and/or regular and consistent engagement processes with CS Region.
- The First Nations Designate is also responsible in decision-making of a child who is subject to Adoptive/Private Guardianship; through and involvement of cultural planning.
- To provide information to caseworkers regarding extended family members and potential community placements, cultural and relational connection that must be maintained for the child.

- To provide a calendar of community/cultural events and activities for the child's involvement as well as the cultural resources such as community elders.
- The First Nations Designate will also be responsible for providing adequate updates and reports as requested by the Director along with Chief and Council.
- Under the supervision of the Manager; the First Nations Designate is responsible in supporting and enhancing casework to ensure that ECN children remain connected to their community of culture, language and community.
- Under the supervision of the Manager; the First Nations Designate may be involved in additional activities such as locating family, prevention work, advocacy, cultural training and systems navigation for families.
- To attend meeting(s)/ceremonies as needed and directed by Manager/Director.

QUALIFICATIONS:

- Degree in Social Work is preferred
- A diploma in Social Work with multiple years practice experience in the Child Intervention System
- Experience and ability to multi-task, meet demands and timelines
- Experience and ability in time management and communications/public communications
- Excellent verbal, written and interpersonal communications skills
- Clear Intervention Record Check and CRIM/Vulnerable Sector check
- Transportation and Driver's License required
- Sign and adhere to an Oath of Confidentiality

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

Facility Operator for the Neyaskweyahk Okimaw Kamic (N.O.K) Building with the Ermineskin Administration Department

CLOSING: September 24, 2020

The N.O.K facility Operator is an annual position responsible for the smooth, safe and efficient operation of the Neyaskweyahk Okimaw Kamic. Under the direction of the ECN Administrator, the Facility Supervisor maintains the building, maintains and cleans the N.O.K facility before/after events, and operates related equipment, orders required supplies/equipment, takes phone calls, invoicing, filing, writing reports, booking events, maintaining the building maintenance and to secure smooth operational maintenance checks are done annually.

HOURS OF WORK:

Monday to Friday and weekend work with shifts of 8:30 a.m. to 4:30 p.m. and 4:30 p.m. to 8:30 p.m. for 63 hrs./off season and 70 hrs./during wake/funerals 8:30 p.m. -8:30 a.m. (all night)

Duties & Responsibilities

1. Perform specialized tasks related to the nature of the facility (make and maintain bookings with IT department/Vendors. Order supplies when needed- Janitorial, clerical, mechanical. Receive/Send out emails, for invoicing. Take calls from citizens for events being booked 24/7).
2. Perform daily custodial duties. Ensure Vendors Clean after events, get inspections check lists made/signed to reimburse deposits
3. Operate equipment and machines including, - floor Zamboni machines, lift/latter to clean windows, dust rafters
4. Maintain daily maintenance schedules, log books, and cleaning checklists (i.e. Zamboni maintenance schedule, record daily duties, etc.).
5. Perform daily preventative maintenance on equipment and machines (i.e. Zamboni, sterilize kitchen, clean stove, empty garbage's, oil traps etc.).
6. Perform daily safety checks in accordance with Occupational Health and Safety regulations and Building and Operations Policies.
7. Enforce all rules and regulations of the building including public health and safety regulations.
8. Perform manual duties including mowing grass, litter pick up, snow removal, moving tables and chair after special events, extra cleaning for future events.
9. Answer and act on public enquiries and complaints when necessary.
10. Perform good public relations with the public.
11. Supervise public use of the N.O.K.
12. Monitor building systems (boilers, plumbing, heating and ventilation systems) and report to Facility Supervisor, or Tech Services.
13. Monitor architectural and structural components (door hardware, paint finishes, floor finishes, furniture, windows, and roofing systems) and repair if necessary.
14. Monitor inventory and control (i.e. cleaning supplies, equipment, tools, etc.), evaluate material and

- equipment requirements, and report discrepancies to Facility Supervisor.
15. Identify hazards in and around the building, and report hazard to Facility Supervisor.
 16. Assist with the set up and clean-up of special functions.
 17. Ensure building is vacant and secure at the end of the day.
 18. Ensure knowledge is current and up to date with new developments for I.T Communications Department.
 19. Maintain effective, professional, courteous and respectful communications with the staff, and general public.
 20. Attend and participate in scheduled meetings.
 21. Perform other duties as assigned by the Facility Manager.

Personal Characteristics

1. Good physical condition and ability to use tools, lift heavy objects, perform manual labor, and stand and walk through-out the day.
2. Ability to work independently and to accomplish tasks and assignments.
3. Excellent customer service skills.
4. Flexible and have a sense of humor.
5. A willingness to acquire a broad range of skills.
6. Ability to work effectively in a team environment is critical in this particular environment.
7. Ability to work effectively with staff, patrons, and facility users.
8. Strong time management skills.
9. Enjoy working with people and machines, and having responsibilities that change frequently.
10. Computer skills is a requirement
11. Submit FNDF proposals for future equipment required

Education and Knowledge

- Minimum building maintenance level 1 certificate is preferred.
- Grade 12 or equivalent.
- Minimum of two years' related experience in management, janitorial and facility operation and maintenance.
- Demonstrated ability to operate N.O.K related equipment safely and efficiently.
- Knowledge of Outlook, Microsoft Word, Microsoft Excel.
- Mechanical aptitude.
- Good working knowledge of workplace safe regulations, as it relates to the work involved.
- Good written and oral communication skills.
- Certified in first aid/CPR, WHMIS, Custodial Care and fall protection are an asset.
- Criminal record check and child welfare check.
- Valid class 5 license. – Reliable Transportation
- Cell Phone is required – to be contacted after hours

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

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
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