

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **June 16, 2021**

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

Crisis intervention Worker with the Ermineskin Women's Shelter CLOSING: June 16, 2021

In keeping with the philosophy of EWSS, the Crisis Intervention Worker will be responsible for providing assistance, support, information, referrals, advocacy, and counseling to abused women and their children. The crisis intervention worker is directly responsible to the EWSS Director.

Shift Work: Hours from 8:00am to 4:00pm, 4:00pm to 12:00am and 12:00am to 8:00am accumulating eighty (80) hours bi-weekly mainly weekends (on call) purposes.

Specific Responsibilities and Duties:

1. Administrative Duties:
 - Admit and orient clients, review communal living guidelines and complete relevant forms.
 - Daily maintenance of each case file, maintain records, statistics and data collection as required by the funding agency.
 - Respond to the demand from emergency drop-ins, crisis intervention, assessment and referrals.
 - Determine and provide for immediate needs (e.g. food, shelter, safety, hygiene, doctor, hospitalization, etc.) for women and their children admitted into EWSS.
 - Assess and intervene or provide for intervention in crisis situation (e.g. suicide, depression, medical, etc...)
 - Oversee daily activities within the shelter.
2. Counseling Duties with regard to the Clients Mental Health and Safety:
 - Provide practical assistance and non-judgmental emotional support to victims.
 - Alleviate immediate stress by making the client feel comfortable, present alternatives which promote self-determination and individualized goal setting.
 - Assess the service needs of clients seeking assistance.
 - Meet with clients on a daily basis to discuss their needs and concerns.
 - Interact with clients on a continuous basis, alerting the appropriate staff/counselors when a security alert is necessary.
3. Administrative Duties Associated with Clients:
 - Orientate new resident clients by providing a tour of the facility, review house rules and available services in the shelter and encouraging the use of the programs offered.
 - Provide ongoing support, counseling, referrals, advocacy and education regarding domestic violence.
 - Liaise with different agencies, if required for the client.
 - Advocate for and assist clients to work with these agencies when necessary.
 - Ensure safety of clients and staff by screening phone calls and persons who enter the shelter.
 - Ensure all medical information is documented and any information is given to appropriate staff, such as dietary information/needs.
 - Ensure clients have the necessary medical treatment.
 - Ensure that all prescribed and non-prescribed medication/drugs are stored in a locked cabinet.
 - Ensure that nutritious meals are provided for the clients.
 - Facilitate in house workshops/circles with clients as directed by the Family Counselor.
 - Conduct daily group sessions with clients.
 - Participate in regular staff meetings and training.
4. Duties Associated with Building Safety and Maintenance:
 - Follow and maintain health and safety standards.
 - Ensure rooms are clean and disinfected and that the shelter is maintained in a clean and orderly manner.
 - Provide security to the whole building.
 - Record and report repairs needed in the shelter.
5. Other:
 - Other related duties as required by the Executive Director.

Qualifications:

- A Social Work Certificate, Diploma or Degree; or related Human Service Training and at least three (3) years related work experience.
- Knowledge of Family Violence and related issues.
- Knowledge of community resources and referral protocol.

- Effective written and verbal communication skills.
- Ability to work in a flexible manner.
- Working knowledge of and sensitivity to aboriginal and multicultural issues.
- Excellent listening skills.
- Effective presentation skills.
- Basic computer skills.
- Effective group facilitation skills.
- Crisis Intervention skills.

Requirements:

- Must have reliable transportation and valid driver's license.
- Valid First Aid and CPR certificate.
- Three (3) Reference Letters
- Current Criminal Record Check.
- Current CWIS check.
- Child Intervention Check

Please Submit Application/Resume, updated Criminal Record Check, Child Intervention Check, certificates and Three (3) letters of Reference.

General Labour with the Ermineskin Public Works department

CLOSING: June 16, 2021

This position is responsible for providing general labour being physically active, working outdoors, move or load heavy objects, be familiar with pressure washer use, cleaning up (sweeping bays), brushing, slashing, using hand and power tools, and working in an occupation that provides a visible sense of accomplishment.

Reports to: Manager and Foreman

Duties and Responsibilities:

- Filling out daily time sheets to document all work performed.
- Maintaining grease intervals with up-to-date documentation on equipment
- Must be willing to work overtime when required
- Reports any unusual conditions, leaks or breakdowns to mechanics
- Take training where available
- Pumping water at various locations.
- Responsible for pickup of shop supplies, materials, parts, orders, etc.
- Maintenance of all power tools and in-shop machinery
- Must be punctual
- Must wear personal protective equipment (hardhats, gloves, safety glasses, steel-toed boots, safety vest)
- Must have physical strength and stamina
- Must have a safety conscious attitude
- Have the ability to work with others in a team
- Attend staff meetings when required
- Good work ethics and responsible
- Willingness to sign an oath of confidentiality
- Ability to take direction well
- Willing to operate heavy machinery when necessary

Working Conditions: Must have experience as a general labour as most of the work required is done at the work site. There may be some risk of injury involved primarily outdoors, in all weather conditions. Performs routine maintenance, using grease gun and wrenches.

Requirements:

- Grade Twelve (12) or GED
- Class 1 or 5 Driver's License an asset
- Driver Abstract
- Standard First Aid
- Criminal Record Check
- Safety tickets is an asset

Please Submit Application/Resume, copies of Certificates and updated Criminal Record Check.

Project Officer with the Neyaskweyahk Employment Skills Training (NEST) department

CLOSING: June 18, 2021

Under the direction of the NEST Manager the Project Officer will assist clients to identify opportunities, make choices regarding employment training, and will guide and act as a liaison for clients while they are involved in their training. Hours of work are from 8:30am to 4:30pm total of seventy (70) hours biweekly.

JOB DUTIES: Including but not limited to the following;

Project Management

- Organize projects, meet with parties involved, advertise, and assist with client selection process
- Acts as liaison between the coordinator, students, instructors, and businesses that are involved in the project as needed
- Client file management
- Mentoring program to assist with transition of training to work
- Prepare monthly reports and quarterly reports
- Prepare Stats from programs

Client Assistance

- Referrals to other agencies
- Application process and Assessments
- Faxing services

Client File Management

- Allowance and transportation
- Childcare
- Rent or utilities payments where applicable
- Complete report to file forms
- Bank Deposits

JOB REQUIREMENTS:

- Post-Secondary Degree in an Education, Social Work or Human Resources Development. A diploma, degree and or certificate in career development, or an equivalent combination of education and experience Job related experience
- Must possess excellent communication skills (written and verbal).
- Computer skills: data base entry retrieval, Microsoft Excel, Microsoft Word
- Must have program/client management experience
- Must be energetic and prompt with tasks
- Must sign an Oath of Confidentiality
- Must Possess valid Class 5 driver's license and have reliable transportation

Please Submit Application/Resume and updated Criminal Record Check.

Temporary Cook with the Daycare department

CLOSING: June 24, 2021

The cook will prepare meals which will provide ¾ of the children's nutritional needs and responsible for the supervision of all custodial services necessary to maintain work area in a hygienic, safe and presentable condition. The cook must have knowledge, understanding and ability to plan and prepare meals, maintaining hygiene standards in the kitchen area, order food purchases, and fully have knowledge of the Covid-19 guidelines with sanitizing, food handling and guidelines. The cook will be required to faithfully fulfill the implementation of the nutritional guidelines and policies of the Ermineskin Daycare Center. As a representative of the Ermineskin Daycare the cook must demonstrate kindness, patience and respect towards all community members in general and particular towards those who obtain services from the daycare. The cook must strictly adhere to the code of ethics established by the Ermineskin Daycare Center and abide by an Oath of Confidentiality. The cook shall at times be governed by the employment policy, and be professionally prepared to meet the nutritional and health safety licensing guidelines. The cook must not have any criminal convictions and a clear child welfare check. Fluently speaking Cree is an asset.

Hours of Work: Monday to Friday, excluding every second Friday from 7:45am to 12:00-1:00 to 3:30pm for sixty-three (63) hours bi-weekly. The cook will not be expected to assist in the classroom but may be directed by management to help out with any emergency situation.

Responsibilities & Duties:

- Plans well balanced and economical menus; displays menus ahead of time for each week and keeps them on file.
- Will note all menu changes.
- Will serve age appropriate meals, and based on likes of the children, which meet the nutritional needs of the children in accordance with the Canadian food guide.
- Prepares hot lunches as well as morning and afternoon snacks based on traditional and non-traditional menus.
- Identifies food requirements and complete order forms and submitting to the manager.
- Must post notice and be aware of food allergies of children, so as to be aware of which foods are not to be served to children.

- Adapts menus for children who have allergies.
- Ensures high quality and proper storage of food items.
- Will plan all purchases with manager or programmer.
- Will maintain kitchen in a sanitary condition at all times.
- Will ensure that health and safety standards are met.
- Cooking surfaces are to be kept clean and disinfected at all times before and after preparation of each meal.
- Caution is to be used in preparation of foods at all times.
 1. Wash hands before touching/handling foods.
 2. Ensure hair is kept in hair net and away from foods.
 3. Check dates for out-dated products.
 4. Store foods under appropriate temperatures.
- Makes sure that household appliances are used correctly and reports any necessary repairs required to management.
- Wash fridge thoroughly and discard unused portions once per week.
- Clean oven Bi-weekly.
- Clean and wash cupboards on a monthly basis.
- Ensures that dishes are washed and disinfected after each use (am/pm) and snack dishes. All used dishes should be collected and cleaned which also includes any used dishes within the staff Room of each day.
- Should have knowledge as to how much food is needed and used on an ongoing basis.
- Knowledge in baking items from scratch with nutritional value and low on sugar content.
- Ensures that laundry is well maintained on a daily basis.
- Will assist in the simple housekeeping tasks, and ensures that the kitchen floor is cleaned and disinfected on a daily basis.
- Will attend staff meetings and workshops as requested by the manager.
- Will ensure proper transport of meals to respected rooms in the daycare specifically at the times required for serving.
- May be entrusted with any other tasks and responsibilities inherent in the function.
- Will assist the nursery upon fire evacuation drills.
- It would be beneficial to have level 1, as the cook will be required to assist the rooms with coffee breaks when needed.

Supervision of position:

- The Manager supervises the cook on a daily basis
- The cook is required to have all purchases approved by the manager.

Reporting Protocol:

Daily:

- Any accidents or emergencies related to kitchen

Weekly:

- Menu planning
- Food supplies and ordering.

Monthly:

- Will report to the programmer and manager, of all job-related activities (success and job difficulties).
- Will submit a monthly report.

Yearly:

- Have yearly medical done.

Direct Supervising Duties:

- Co-workers
- All requirements within kitchen area.

Qualifications:

- **Must have food safety and hygiene certification.**
- Updated safety tickets
- Experienced in cooking and preparing menu's
- Knowledge of nutritional/health standards
- Physically and mentally healthy
- Self-motivated and good team spirit
- Warm, friendly, personality
- Courses on child health and nutrition
- Must have their own transportation and valid driver's license
- Knowledge of techniques of traditional and non-traditional cooking and kitchen management (supervision responsibilities, planning meals, stock keeping, purchasing, etc.,)
- Knowledge of the educational aspects of nutrition as they relate to the development of the children in each category.

- Additional requirements: Sobriety is a must.
- Updated Criminal Record Check
- Updated Child Welfare Check

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

Custodian/Janitor with the Daycare department

CLOSING: June 24, 2021

Responsible for the general provision of sanitizing the building; will keep the building in a hygienic, safe and presentable condition. This individual will make proper arrangements necessary to keep the building presentable at all times. Must strictly adhere to the code of ethics established by the Ermineskin Daycare Center and take an oath of confidentiality. Assist in maintaining all correspondence concerning the building and safety codes established by the provincial guideline and health inspection requirements. Must have knowledge of the Covid-19 guidelines with proper sanitation of the whole building and equipment. The individual shall at all times be governed by the department employment personnel policy of the Ermineskin Tribal policies.

HOURS OF WORK: Monday to Friday, excluding every second Friday, from 2:00pm – 9:00pm accumulating sixty-three (63) hours bi-weekly.

REPORTING PROCEDURES:

- The custodian is under the supervision of the Daycare Manager. Any immediate matters must be brought to the manager's attention in ordering supplies or repairs of equipment and of any related concerns that may arise.
- The individual is expected to report any incidents or concerns to the Daycare Manager.

RESPONSIBILITIES:

- Keep tissue, paper towel and soap dispensers adequately supplied.
- Keep the building neat and attractive at all times.
- In charge of keeping the janitor room in order and well stocked; puts all janitorial equipment away properly.
- Sanitize toilets and washbasins daily.
- Sanitize floors, doors, furnishings and fixtures, clean, safe, operable and presentable on a daily basis.
- Wipe down walls on a weekly basis free from debris.
- Responsible for the lock up of all doors and to make sure that all outdoor equipment is put away; making sure that the building is left in a safe condition including the locking of windows and gates on daily basis.
- Sanitize all garbage containers on a weekly basis
- Pick up all garbage within the rooms and dispose of the garbage bin daily.
- Clean glass doors within front entrance and nursery on a daily basis.
- Wash and disinfect all floors daily.
- Keep the entrance and walkways swept and free of debris or other obstructions.
- To meet requirements and knowledge of the inspections conducted by the provincial and health representatives.
- Vacuum all carpet areas daily.
- Wiping down all counter tops free from dust and other obstructions.

QUALIFICATIONS/SKILLS REQUIRED:

- Minimum Grade Ten (10) or GED
- First (1st) Aid
- Custodian Certificates
- Knowledge in hazardous ingredients and knowledge in toxicological properties and disposable methods
- One year work experience in related field
- Must have own transportation and a valid driver's license
- Must not possess a criminal record
- Ability to meet the physical requirements of the job duties
- Self-motivated
- Approachable and friendly
- Must maintain sobriety

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

Chartered Accountant with the Finance Department

****One (1) Year Contract** CLOSING: June 24, 2021**

Under the direction of the Tribal Administrator, the Chartered Accountant is responsible to ensure the integrity of the Tribe's financial information, by performing all necessary functions as stipulated in the job duties. The Chartered Accountant is responsible for conducting the Tribe's financial business and performing the duties in a manner as provided by the Good and Proper Management of the Affairs of the Ermineskin Tribe, Custom Law, other Tribal Custom Laws, and Policies and Procedures. The Chartered Accountant will be required to report to Chief and Council and must work closely with the Finance Portfolio holder and the Finance Controller This position will be on a one (1) year contract.

Job Duties:

1. Ensure all banking needs of the Ermineskin Cree Nation are met (i.e. loans, Capital expenditures,

etc.).

2. Shall ensure that sufficient funds are on deposit to meet requirements of approved current budget.
3. Shall ensure by arranging term deposits that a preferred rate of interest is paid on monies not immediately required to meet Tribal obligations and shall adhere to the Canada Trust Act for investment of funds.
4. Monitor Ermineskin Cree Nation and non-centralized departments term deposits.
5. Shall immediately address any general account bank overdrafts with Chief & Council.
6. Meet with Chief, Council and Finance Controller on a quarterly basis to review the Tribal Departments financial statements.
7. Ensure a list of inventory is completed at the end of each fiscal year by the departments.
8. Assist in the audit preparation and compile and prepare the audit working papers prior to the commencement of the audit.
9. Shall coordinate meetings for access to auditors and other persons authorized by Chief & Council to examine the books and accounts with respect to all monies of Ermineskin Cree Nation including the centralized and non-centralized departments/programs.
10. Ensure the Auditor is a recognized Public Accountant in good standing with a professional organization.
11. Shall ensure that recommendations made by the auditors are acted upon immediately following acceptance of the audit.
12. Ensure semi-annual training seminars to the Executive staff.
13. Be present at all budget readings.
14. Shall work in collaboration with ECN Directors and Managers to prepare ECN annual operating budgets.
15. Perform an annual review of the Good and Proper Management of the Affairs of the Ermineskin Tribe Custom Law and amend as required.
16. Forecast the annual revenues for the Tribe to assist in budget process.
17. Coordinate the Finance Committee meetings along with Finance Controller.
18. Inform Chief & Council on business matters affecting the Tribes' finances prior to budget readings as necessary per the forecast prepared.
19. Ensure that centralized departments receive their monthly Income Statements.
20. Supervise Senior Accounts/Accountant to ensure that Generally Accepted Accounting Principles are adhered to.
21. Assist the Senior Accounts/Accountant to resolve issues/problems as requested.
22. Work closely with Chief, Council, and Departments to deal with INAC on funding negotiations for the Tribe as requested.
23. Work with Chief & Council to negotiate interest on Trust monies held by the Government of Canada.
24. Work with Chief & Council to withdraw Capital and Revenue Interest Earned Trust Monies according to Government procedures.
25. Work with Chief & Council on external issues such as ETEL, Indian Monies, investments, financial impacts by reviewing, evaluating and making recommendations etc.
26. Ensure external revenue received is transferred to the appropriate departments.
27. Orientate new Directors/Managers on financial policies and procedures.
28. Assess, monitor, and review non-centralized financial statements on a monthly basis.
29. Develop finance policies that ensures financial management policies and procedures are maintained to the department's standards.
30. Review and negotiate funding with INAC representative on contributions available to the Nation as per Funding Agreement.
31. Coordinate meetings for Chief & Council on INAC funding related matters and address issues stemming from the Funding Agreement and any correspondence relating to the Funding Agreement.
32. Analyze the annual funding agreements, methods, systems and procedures including text, policy changes to any new agreements and forward recommendations to Chief & Council.
33. Prepare final reporting to INAC on all INAC funding related to other ECN departments.

The ideal candidate should possess:

1. A University degree in a related discipline combination with a CMA designation
2. Minimum ten (10) years' experience in a business accounting environment. Preference to be given to First Nations environment;
3. Supervisory experience including evaluating staff performance, training staff, and performance management
4. Ability to prepare and assess financial statements, financial business plans and loan proposals
5. Strong negotiation skills
6. Strong communication skills

7. Strong work ethics
8. Strong leadership qualities and positive team relationship
9. Knowledge of financial systems such as Microsoft Office (Word, Excel, Access) Sage 300
10. Proficiency in developing and using financial models and spreadsheets
11. Ability to meet deadlines
12. Must be free to travel and possess a valid driver's license

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

Researcher with the Membership Department

CLOSING: June 24, 2021

The Researcher is responsible to research all past and present information requested by the Manager, Chief and Council, tribal members, and/or Administrator in regards to Living Allowance payments and/or Tribal Membership. The researcher is also responsible for all files when being put to storage that they are labeled correctly and inventory sheet of storage box is kept in proper department file.

REPORTING STRUCTURE:

The Researcher reports directly to the Membership Manager. The Membership Department is under the External Department and reports to the External Director.

JOB DUTIES:

1. To research all kinds of past to present information in regards to Living Allowance payments and/or Tribal Membership for the Manager, Director, Chief and Council, Administrator, and/or Tribal members. Includes going to storage facilities.
2. To make sure all files going to storage are properly labeled and inventory sheet is made for Storage file.
3. Make new files for Age of Majority & New Band Members.
4. Change over files and their location of deceased members.
5. Make sure all files are up to date and in order with regular checks.
6. Assist with photocopying and faxing all pertinent information.
7. Typing all kinds of letters, memorandums, and reports when needed.
8. Provide letters: Living Allowance, Band member letter, affiliation letter.
9. Assist tribal members with the registration process and explain what is needed.
10. Keep any record of Age of Majority, remind each of them of the process of direct deposit and give them the correct forms/package.
11. Provide assistance with the following forms: Tax exemption, Birth certificate, Social Insurance Number, Alberta Health, Treaty Annuity Payments, Company GST Exempt.
12. Typing up of Statutory Declaration and/or request letter from other bands.
13. Reporting births, marriages, divorces, transfers, and deaths to ISC when needed (manager and/or registrar is unavailable).
14. Assists in issuing certification of Indian Status Cards and Band Cards.
15. Record in-coming and out-going mail when needed.
16. Shredding all Confidential Information (when required).
17. Answer phones, taking messages.
18. Meetings: a) Attend meetings when requested b) Attend monthly Administration meetings c) Attend Mandatory General Meetings
19. Input pertinent information into Indian Registry System when requested
20. Submit and compile reports and statistical information when requested by other departments.
21. Carry out duties assigned by the Manager.

REQUIREMENTS:

- MUST be a Ermineskin Cree Nation member and be/over 18 years of Age
- Knowledge of the Cree Language is an asset.
- Experience in conducting research.
- Certificate in Research preferred.
- High School Diploma preferred.
- Knowledge of Word Perfect and Excel.
- Knowledge of File Maker Pro.
- Knowledge and experience of working with the Indian Registry system
- Must have good writing skills
- Knowledge of ECN Membership Codes
- Be able to deal pleasantly and effectively with the public
- Valid class 5 license and own vehicle
- Must sign Oath of Confidentiality
- Ability to take direction
- Must submit a criminal record check

Please Submit Application/Resume and updated Criminal Record Check.

Temporary Registrar with the Membership Department

CLOSING: June 24, 2021

The Registrar is responsible for the application process and ensures that all documentation is complete and accurate. The Registrar must be able to confirm that the individual applying for membership into the Ermineskin Cree Nation is descended from an individual who is a recognized band member. Registrar is responsible for the keeping the Ermineskin Tribe Membership List up to date.

REPORTING STRUCTURE:

The Registrar reports directly to the Membership Manager. The Membership Department is under the External Affairs Department and reports to the External Affairs Director.

JOB DUTIES:

- 1) Adhere to the Membership Policies and Procedures.
- 2) Assist Ermineskin Tribal members with registration of their child/children.
- 3) Ensure that all the proper documentation is complete and ready for presentation to the Chief and Council.
- 4) Type up Statutory Declaration(s) and/or request letter from other nations.
- 5) Responsible for creating the Category List that goes before the Chief and Council at the Regular/Special meetings for decision.
- 6) Reporting of births, marriages, divorces, transfers, and deaths to Indigenous Services Canada (ISC).
- 7) Reporting any miscellaneous changes to ISC (E.g. Name changes, Alias additions, Residency status)
- 8) Photocopy all documentation that is submitted to the Membership Department.
- 9) Inform members of any changes from ISC. (E.g. Personal, Policies)
- 10) Update the Ermineskin Tribe Membership List. This book contains all of the Ermineskin Tribal Members who do receive the monthly living allowance and/or band benefits as per each tribal program. It is in alphabetical and numerical order. New members are added on the Membership list after they have been accepted into Tribal Membership.
- 11) Ensure that the Age of Majority children's names are put in their respective place in the Membership list.
- 12) When the monthly change report comes from ISC, members are informed by mail of their new number and/or confirmed miscellaneous changes.
- 13) Ensure that Distribution is given copies of the Membership List, Meeting Category lists, and Monthly changes.
- 14) Input all new information in the Indian Registry System – RMS.(computer)
- 15) Keep an updated list of applicants who have been tabled, denied, protested, and/or appealed membership decision.
- 16) Keep an updated Voter's list, Christmas Hamper list, and Age of Majority List one month prior to these scheduled events.
- 17) Record Indian Status Cards that were issued on log and send to ISC.
- 18) Provide letters: Living Allowance letter, Band Member letter and Affiliation letter.
- 19) Provide forms to individuals reaching Age of Majority. (Release of Minors Trust Fund Form, Update Statement of Trust Account form, and Request for New Number form)
- 20) Provide assistance with the following forms: Birth Certificate, Social Insurance Number, Alberta Health Care, Treaty Annuity Payments, Telus & Bell Express Vu GST Exempt)
- 21) Record in-coming and out-going mail when needed
- 22) Assist with filing when required.
- 23) Prepare receipt of all transactions involving cash.
- 24) Meetings: a) Attend meetings when requested b) Attend monthly Administration meetings c) Attend mandatory General meetings
- 25) To carry out duties assigned by the Manager.
- 26) Must take the Indian Registry Reporting Course at ISC as a Junior Indian Administrator.
- 27) As an Indian Registry Administrator the responsibilities include: discovering events which affect the Indian Register and if applicable, the tribal list under their administration, obtaining documents to verify these events, reporting these events to the Regional Office and/or Headquarters to update the Indian Register, notify the Regional Office of any administrative changes, such as changes in addresses and telephone numbers, at the band level, processing certificates of Indian Status.

REQUIREMENTS:

- MUST be a Ermineskin Cree Nation Member and be/over 18 years of Age
- Knowledge of the Cree language is an asset
- High School Diploma preferred.
- Knowledge and experience of Word Perfect and Excel

- Knowledge of the Indian Act and the Indian Registry System
- Must have good writing skills
- Be able to deal pleasantly and effectively with the public
- Valid class 5 license and own vehicle
- Must sign Oath of Confidentiality
- Ability to take direction

Please Submit Application/Resume and updated Criminal Record Check.

Homemaker-Caregiver with the Assisted Living/Homecare Department

CLOSING: June 28, 2021

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, driver abstract, copies of certificates and updated Criminal Record Check.

Two (2) MCTC Technicians with the Maskwacîs Cree Tribal Council

Department

Closing: June 24 , 2021

The MCTC Technician will report to the Executive Director of the MCTC. The Technician will support the development of MCTC positions, briefings and networks. The Technician are the designated Administrative Officers who take part in an organized attempt to influence legislators, networks and other NGO’s. He/she will work in collaboration with their Executive Director regarding the delegated file(s) and directives assigned by the MCTC Board of Directors relating to new and on-going projects

based on MCTCs positions on rights, uses, benefits and interests that enhance the Maskwacis Cree Tribal Council.

MCTC Technician Duties and Responsibilities:

- Provide support for the Executive Director as directed by MCTC Board of Directors to follow up on matters, issues and potential impacts to the Maskwacis Cree Peoples, Lands and/or Resources Communications, based on directives
- Open each new file and ensure notification and reporting is followed through with ongoing notification based on sensitivity or nature of the policy, directive, issue or concern
- Work with Executive Director to implement and report on approvals the MCTC oversees with respect to project management communications strategy and scope for any new and/or existing projects
- MCTC Technician will support the MCTC Executive Director as approved to identify external stakeholder communications for the office and ongoing project(s)
- MCTC Technician will provide monthly reports and deliverables for the projects based on the approvals of the MCTC BOD's and MCTC decision-making to their Executive Director
- MCTC Technician will ensure a monthly payroll tracking report is provided to the Executive Director

Working Conditions:

Duties are limited to desk top reviews and taking notes/minutes with the Executive Director and MCTC BODs/leadership team(s), as needed; must be flexible and able to attend meetings on an ad hoc or on-call basis; must have own (reliable) transportation and hold a valid Alberta (class 5) driver's license. The MCTC Technicians must be able to travel on short notice, have own vehicle insurance and cell phone.

Behavioral Competencies:

- Information seeking is driven by a desire to know more about peoples, issues and concerns. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information, resolution or discrepancies by asking a series of questions; or "scanning" for potential opportunities or miscellaneous information that may be of future use.
- Listening, understanding and responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds.
- Asserting Indigenous Knowledge and Indigenous World View.
- Planning, organizing and coordinating involve proactively planning, establishing priorities based on an approved allocation of funding and resources. You must be able to express, develop and implement complex plans with the ability to translate and/or communicate in simplified (Layman) terms.
- Day-to-day work involves monitoring and adjusting with timelines and directives assigned to accomplish goals and deliver to the MCTC STRATEGIC & OPERATIONAL PLANS.

Qualifications:

- Preference is for a degree or diploma related to Administration, Office Management, and Information and Communication Technology
- A diploma in a discipline related to Political, Social or Economic Science, Communications, Negotiations, Native Studies, Indigenous Leadership, History (Arts), Business Administration, Project or Business Management Certification with four (4) years minimum relevant tech or management experience.
- Experience & ability in facilitation, itinerary and communications/public communications
- Good verbal, written, and interpersonal communication skills.
- Specialized knowledge and experience in networking, negotiations, technical briefings, data management, computer systems, such as, Microsoft Word, Excel, and Power Point, and/or Mac systems.
- Experience in conducting research and analysis preferably related to land use, resource management, social or economic development issues, environmental and on-reserve, and traditional land use.
- Significant experience working with Maskwacis Cree Nations is preferred.
- Excellent organizational, analytical and time management capabilities for planning and meeting project timelines to completion in alignment with the MCTC office.
- Knowledge and ability to understand and speak Cree is an asset.
- Must provide a Criminal Record Check.

Please Submit Application/Resume and updated Criminal Record 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
Red Deer Direct: (780) 343-1078
Ma Me O Beach Direct: (780)586-2545
Toll Free: 1-866-585-3941
Email: faith@ermineskin.ca**