

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **July 15, 2021**

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

Chartered Accountant with the Finance Department

CLOSING: Until Suitable Candidate Found

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

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 an 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.

Receptionist with the Ermineskin Office Administration department

CLOSING: July 22, 2021

Under the supervision of the Office Manager the successful candidate is to perform a variety of functions including the maintenance of the telephone operating system. This individual is to establish and maintain a pleasant atmosphere in the reception area. Perform other related duties and follow all the requirements of the Tribal Policies. The responsibility of this position will reflect excellent customer service to the public and maintain confidentiality of business matters.

Duties:

- To be available for work from 8:30 – 4:30 p.m. daily. Sixty three (63) hours bi-weekly.
- Maintain the office area in a professional manner.
- Answer the telephone in a pleasant, polite courteous manner and take messages for all staff
- Record all incoming calls
- Direct customers to people in the office who may be able to assist them
- Assist with any questions and bring concerns they may have to the Manager
- Maintain the personnel bulletin board, located in the front reception area
- Maintain Council bulletin board, located in the front reception area
- Maintain the Council Chambers for booking
- Tracking staffs' coming and going
- High degree of quality communications between the various departments
- Accountable for appointments and scheduling them properly on the days and times specified, also reminding people of these appointments
- Must be aware of the operations of an organization and be aware of the privacy act and confidential information
- Must be confident about using computers and IT software applications that are necessary for the job.
- Make long distance telephone calls for staff in the building
- Able to understand the Cree language an asset
- Arrange for Courier pick up
- Must be willing to take training courses as required

Qualifications:

- High School or equivalent
- Must be computer literate
- Must have excellent interpersonal skills
- Must have strong communication skills (verbal and written)

- Must be punctual
- Friendly and approachable personality
- Experience an asset but not necessary
- Criminal record check
- Two (2) letters of reference

Please Submit Application/Resume, two (2) letters of Reference and updated Criminal Record Check.

Temporary Cook with the Daycare department

CLOSING: July 29, 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: July 29, 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.

Temporary Registrar with the Membership Department

CLOSING: July 29, 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: July 29, 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.

*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
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Email: faith@ermineskin.ca**