

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: **JANUARY 23, 2024**

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

Director with the Ermineskin Personnel department

CLOSING: January 23, 2024 **Three Year Contract**

The Director is responsible for the overall planning and implementation of personnel (human resources) functions by coordinating and administering programs that relate to all phases of personnel including employee relations, compensation, recruitment and employment, training and development, and internal employment policy development. Promote effective and efficient utilization of personnel by training and development initiatives for the organization such as In-house, short and long term. Ensure consistent compliance of Ermineskin Personnel Policy and procedures by all departments. Keep updated and knowledgeable of external policies, laws, government initiatives and programs, legislation, and issues that affect Ermineskin Cree Nation. To research and access grants to supplement tribal budget in the area of capacity development and training needs specific to employees of the organization. This individual is responsible to work with management in the pursuit of raising the standard of work ethics, work skills and promoting a high performance organization.

Reports to: the Tribal Administrator.

Oversee Departments: Office Management, Benefits, Neyaskweyahk Employment Skills Training (NEST), Daycare, Neyaskweyahk Employment Program (NEP), Summer Student Program and Mentored Youth Work Experience Program.

DUTIES: MANAGEMENT

- Develop an annual budget based on annual plan and priorities of the tribe in terms of training, compensation, and staffing.
- Monitors expenditures ensuring that spending is based on annual plans and activities of the Personnel department.
- Take corrective action on any discrepancies arising from the monthly budget reports.
- Attends the following meetings – Directors and Managers monthly meetings; Chief and Council meetings as requested; and any other meetings as assigned.
- Prepares quarterly reports to Administrator and Chief and Council and general meetings as assigned.
- Conducts monthly meetings with staff and departments under Personnel Division.
- Attend workshops, conferences, seminars, and relevant training programs to enhance skill and knowledge for the position.

PERSONNEL POLICIES:

- Advises Chief and Council, Administration, Directors and Managers, and employees, as to the proper interpretation of various policies and procedures; and relevant labor laws.
- Organizes an annual review of the personnel policies and procedures. To work closely with Tribal Administrator, and Strategic Planning Manager in the process.
- Informs and orientates employees of personnel policies, and programs through various means of communication such as employee handbooks, informational employee meetings, newsletter, employee bulletins, etc.
- Provide training on internal and external employee policies and laws to all personnel and to enhance the knowledge of management in labor law through workshops, information sessions.
- Research and develop a plan of action in the implementation of the Drug and Alcohol policy.

EMPLOYEE RELATIONS

- Recommends the best course of action in handling employee problems and concerns to appropriate management and employees based on policies and labor law.
- Counsels employees on matters relating to their employment ensuring the advice is to the best interest of the employee and based on qualified knowledge of labor laws.
- Determines and recommends employee relations practices to work towards promoting a high level of employee morale and motivation.
- Research and develop succession plan and employee retention plan.
- Represents the organization as a liaison on matters relating to personnel employment policies and laws, and related matters with outside agencies, representatives, etc.
- Establish and maintain a professional working relationship with Maskwacîs Personnel departments.

TRAINING DEVELOPMENT, COMPENSATION, AND BENEFITS

Plans and organizes employee and management training programs designed to improve or enhance work skills, develop employee capabilities, and improve work standards of the organization.

Administer an Employment Center which involves the following:

- Accept submissions of employment opportunities from internal and external agencies.
- Ensuring posting of all available employment opportunities is advertised so members who do not reside locally as well as off-reserve are informed.
- Recruitment, reference checks, and screening of applicants.
- Preparation of the interview process.

Responsible to ensure that a 'New Employee Orientation' is performed the package must include:

- Brief Ermineskin Tribal History.
- Ermineskin Cree Nation Organization structure.
- ECN Strategic Plan.
- Review employee benefits, Insurance, pension, group benefits, and applicable policies.
- Job Description
- Application of Oath of Confidentiality form with new employee.
- Employee information form for payroll and employee record.

RECRUITMENT AND EMPLOYMENT

- Leads the application of standard recruiting and hiring according to criteria and selection procedures.
- Chairs the interviews for the Tribal Administrator and Director positions and obtains Chief and Council approval for the successful candidate.
- Develops and conducts an on-going employee exit interview program to determine the cause of separation and compile a report.
- Develops comprehensive recommendations based on the exit interview report for necessary changes to address employee turnover and stabilize employee exits from organization. (Employees stay with organization).
- Assesses employee complaints and appeals, and performs follow-up according to procedures as set out in the Ermineskin Personnel Policy.
- Leads and implements a performance evaluation/measurement program with Directors and Managers that aid in an improved standard of performance and productivity of all employees.
- Develop a performance measurement tool that applies to the different levels of management positions and occupations.

Qualifications:

- Bachelor degree preferably in Administration, Management, Human Resources. A degree relevant in Human Resources is preferred.
- Minimum seven (7) years progressive experience in management is essential and five (5) years' experience working in the human resources field is preferred.
- Possess financial budgeting experience.
- Must understand and speak the Cree Language.
- Demonstrated ability as a successful partner on the executive management team that provides company leadership and direction.
- Must possess knowledge of Labor Law, Legislation, external policies in employment standards.

Please submit your complete Application/Resume, Cover letter, Three (3) Letters of Reference, updated Clean Criminal Record Check and copies of Certificates.

One Committee Member with the Ermineskin Pow Wow Committee

CLOSING: January 23, 2024 **Three Year Term**

The Ermineskin Powwow Committee is responsible for hosting the Annual Ermineskin Cree Nation Powwow. The committee is responsible for fundraising and organizing all related activities. ***MUST have reliable means of transportation to work bingos and other fundraising activities.***

DUTIES:

- Attend regular monthly meetings.
- Work bingos two (2) to three (3) times a month during the day.
- Participate in all fundraising activities.
- Be present throughout the duration of the three (3) year term and during the powwow, to carry out their fair share of duties.
- As a representative of the Ermineskin Cree Nation must conduct themselves in a respectful, friendly manner at all times.

SPECIFICATIONS:

- Must be an Ermineskin Tribal member, eighteen (18) years or older.
- Must have own transportation and valid driver's license.
- Must work as part of a team.
- Must not sit on any other Ermineskin board/committee.
- Must possess strong interpersonal skills;
 - Communication -Creativity -Commitment
 - Motivation -Cooperation
- Must be able to deal respectfully with the general public.

- Must be an abstainer from Alcohol & Drugs.
- Must possess a working knowledge of the language, customs and traditions of the Ermineskin Cree Nation.
- Must be capable of working long hours.
- If employed, must defer holidays from the powwow weekend & prior to.
- Must possess good writing skills.
- Computer Skills must be an asset.
- Proposal writing and fundraising techniques.
- No Board **OR** Committee shall have 2 immediate family members on the same Board/Committee.
Immediate defined as father, mother, son, daughter brother or sister.

Please submit your complete application/resume and updated Clean Criminal Record Check.

Director with the Ermineskin Tribal Services department

CLOSING: January 23, 2024 **Three Year Contract**

Incumbent is responsible in overseeing the operations of ECN departments designed under the Tribal Services division: Elders Centre, Support Services, Assisted Daily Living (Homecare) and Food Bank. Ensures services and programs are administered according to department strategic plans to Tribal members, departments and the community. Assists departments with all accepts of planning, policy developing and organizing to meet the programs and services demand of Ermineskin Cree Nation members. Acts as a liaison between Managers, Tribal Administrator and Chief & Council. Position is under the supervision and reports to the Tribal Administrator.

Job Duties:

1. Administer services defined by the Ermineskin Funeral Services Policy
2. Supervise the work of all managers under the Tribal Services Division
3. Provide and assist managers with leadership, management and specific skills training through in-house workshops
4. Ensure that managers comply with ECN personnel policies, finance policies, bylaws and other program policies applicable within their departments and with staff
5. Coordinate monthly Tribal Services meeting with the departmental Managers.
6. Participates in the HUB meetings and ensures Tribal Services managers affiliated with HUB also attend the HUB meetings consistently.
7. Attend meetings related to Tribal Services and as directed by the Tribal Administrator
8. Assist Managers with budget process
9. Monitor department budgets and make recommendations for improvements or alternative measures.
10. Report monthly and quarterly to Administrator on departmental activities and issues
11. Performs quarterly reports to the membership and general meetings
12. Participate and support management staff with their reports to the membership at general meetings
13. Performs assessments of departments and recommendations to improvements to managers
14. Responsible for follow-up on matter, issues and concerns of departments brought forth by Chief & Council, membership or the supervisor
15. Perform annual performance evaluations of management staff under the Tribal Services division
16. Ensure and coordinate annual strategic planning reviews for all Tribal Services division
17. Ensure that Managers develop departmental goals/objectives annual work plans
18. Assistant workshops and training as directed by Administrator
19. Perform all other related duties as directed by the Tribal Administrator

Qualifications:

- Post-Secondary education in Management, Administration , Business or related field
- Administration / management training is priority with strategic planning experience
- Minimum two (2) years’ experience in management or have worked in a supervisory capacity
- Financial analysis and budgeting experience
- Computer and writing skills is priority
- Demonstrate excellent communications skills
- Fluent in Cree language is an asset
- Excellent inter-personal skills, ability to work with others, supervisory and the general public

Please submit your complete application/resume and updated Clean Criminal Record Check.

Manager with the Ermineskin Technical Services department

CLOSING: January 23, 2024

Under the direction of the Essential Services Director, the Manager for Technical Services is responsible for managing the activities of this department which is comprised of water & sewer maintenance for the core area, water conditioning, building maintenance, water delivery to tribal member homes, capital projects, waste collection & waste disposal and the waste transfer station.

Reports to: Essential Services Director

Responsibilities and Duties:

- Manage the workforce and review program schedules, per the program identified above and coordinate the development of the work plans in conjunction with the budget process.
- Improve and implement integrated systems of employees, materials and equipment by measuring work performance (annual staff evaluations/training) establishing work standards and specifications, establishing and managing quality standards and enhancing systems operations (policies/procedures) which will increase quality and production.
- Develop and set up systems to control work flow, materials flow, paperwork/correspondence and quality assurance of work conducted or services provided by Ermineskin Technical Services (follow up procedures for departmental work plans).
- Attend job sites with staff and utilize preventative measures for potential difficulties that may arise (health issues pertaining to water, wastewater and waste collection).
- Address concerns/complaints through various means including emails, correspondence, telephone, messages and direct contact received from staff members, contractors, tribal members in all area pertaining to Ermineskin Technical Services including Pigeon Lake and off-reserve (members living on corporate owned lands in Alberta) for the abovementioned programs and services.
- Assist in the process of tendering projects for building maintenance and capital projects.
- Review contract documents as requested by Ermineskin Technical Services staff.
- Meet with Ermineskin Technical Services individual program staff as needed/requested.
- Attend meetings as needed/requested.
- Work with executive financial administrator and executive financial assistant on cash flows, accounting and information systems.
- Review and authorize payroll, bill payments, small purchases (gas through purchase order), work order numbers, ordering of supplies, repairs and other necessities as required daily, weekly and monthly.
- Analyze monthly financial information to assist in planning financial management policies and the control and use of Ermineskin Technical Services department business assets and make recommendations as needed.
- Prepare and monitor annual budget for the department.
- Annually review/revise Ermineskin Technical Services department's strategic plan including operational plan.
- Review and if necessary revise the annual goals and objectives established for the department.
- Ensure weekly job schedules are established for Water Conditioning and Building Maintenance.
- Assist in the process of tendering projects through building maintenance and capital projects.
- Must develop and/or review contract documents pertaining to the department.
- Carry out annual evaluations for applicable staff.
- Inform applicable staff of service calls made by tribal members for water conditioning.
- Ensure the Waste Transfer Station is operating per the tendering bid terms of reference.
- Prepare the Waste Transfer Station budget annually.
- Review and revise if necessary, the goals and objectives of the Waste Transfer Station.
- Address concerns, complaints received from tribal members in the areas of water conditioning, water delivery and the waste transfer station.
- Carry out sporadic visual inspections of work performed by Building Maintenance, Water & Sewer Maintenance, Waste Transfer Station operations and Capital construction projects for this department.

Responsibility:

The Manager must adhere to the policy and procedures established within Ermineskin Technical Services, Ermineskin Personnel Policies, Tribal Laws and Financial Custom-Law.

Job Specifications:

1. Must have a minimum of five (5) years management experience or a post-secondary degree in the field of Business Commerce, Engineering or a Technicians Diploma
2. Must possess a valid driver's license
3. Must have good leadership skills
4. Must have excellent oral and written communication skills
5. Must be self-motivated
6. Must be free to travel
7. Must have a good understanding of Financial budgets
8. Must be bondable
9. Must be able to work with others in a professional manner
10. Must be knowledgeable of Project Management
11. Must be a team player
12. Must possess good computer skills
13. Knowledge of the Cree language an asset
14. Must be able to take direction

Please submit your complete application/resume, copies of certificates, Driver Abstract and

updated Clean Criminal Record Check.

Receptionist with the Ermineskin Finance department

CLOSING: January 23, 2024

As the next step of restructuring of Finance Department, ECN is looking to fill a Finance Receptionist position. This individual must greet and direct people upon entering Finance department, take phone calls, attend voicemails and emails, review, organize, log and/or handout incoming and outgoing documents. The Finance Receptionist must work at making the surroundings of the establishment pleasant and comfortable. As the Department is evolving, the candidate is expected to be flexible to be assigned for tasks and duties that are close match of their skills and the Department’s need for a mutually beneficial career development objective.

Reports to: Chief Financial Officer (or designate)

Job Duties:

1. Maintain the office area in a professional manner
2. Answer the telephone (including voicemail, email and other messages) in a pleasant courteous manner and take messages for all Finance Staff, direct calls as needed and take notes of important calls for future reference
3. Obtain name and purpose, answer questions and direct them to the people in the office who may be able to help them
4. Make calls as needed and as directed
5. Check all payment vouchers submitted are accurately completed (with proper payee name, band no., authorization account code, description etc.) and log them
6. Intake payments and deposits from departments and the public.
7. Maintain a record or system to determine who is in the office and who is out.
8. Assist in photocopying, filing and organizing as required
9. Assist with Quick pay, Accounts payable, Purchase orders when required by performing accounting transactions as per training provided and as time permits (such as entering payment vouchers, processing reversal of cheques and invoices, etc.)
10. Assist FNDF Administrator with projects and programs
11. Carry out all other duties as assigned
12. Be knowledgeable of and adhere to ECN’s governing documents, Constitution, policies and procedures and promote confidentiality

Qualifications:

- High school diploma; additional certification in Office Management is an asset.
- Must possess strong communication skills.
- Multitasking and time-management skills, with the ability to prioritize tasks
- Must have a pleasant personality.
- Relay messages according to procedures.
- Must be willing to take telephone skills and receptionist training courses as required.
- Must have reliable transportation.
- Multi-tasking and time management skills
- Must be punctual and willing to take shifts.
- Knowledge of Cree Language an asset.

Please submit your complete application/resume, copies of certificates and updated Clean Criminal Record Check.

Receptionist with the Ermineskin Neyaskweyahk Employment Skills Training (NEST) department

CLOSING: February 1, 2024

Under the direction of the NEST Manager the Receptionist will assist clients to the proper department and liaise between NEST Officers and Manager. Hours of work are from 8:30am to 4:30pm total of seventy (70) hours biweekly. Duties/responsibilities including but not limited to the following;

Reception:

- Must work well in a team environment
- Direct calls & take messages
- Maintain a telephone log
- Maintain client information log
- Ensure applications is complete
- Maintain and is responsible for Accounts Receivable
- Maintain and record staff destinations log
- Photocopy & direct incoming faxes
- Provide information to tribal membership and departments

- Check mail @11:00am and 3:30pm
- Record incoming & outgoing mail
- Maintain office supplies
- Prepare pay list for bill payments
- Record all cheques
- Keep track of leaves & overtime
- File management
- Must be flexible to work evenings & weekends as needed
- Must sign oath of confidentiality

Client Assistance:

- Fax/Photocopy/scan documents for clients
- Report
- Email program applications

QUALIFICATIONS:

Education: Diploma in Administration or related area, high school diploma or equivalent; plus 2 years work experience.

Experience: Must have clerical experience within Human Resources. Must have computer experience or training. Familiar with the issues and factors affecting the community and an ability and awareness of the community resources and agencies which can be accessed. Proven ability to relate well with the general public with excellent communication skills. Must work well in a team work environment.

Other Requirements: Clean Class 5 Drivers License and reliable transportation, ability to travel, and sign an oath of confidentiality. Willingness to complete a staff training plan and Employee Wellness plan as required.

Please submit your complete application/resume, copies of certificates and updated Clean Criminal Record Check.

Part Time Custodian/Janitor with the Ermineskin Neyaskweyahk Employment Skills Training (NEST) department

CLOSING: February 1, 2024

The janitor is responsible for performing janitorial duties, minor maintenance and other miscellaneous duties in order to ensure that the facility is maintained in a healthy, safe and sanitary manner. Previous experience is expected but not necessarily required. Janitor would report directly to the manager of NEST.

Hours: 3.5 hours daily for a total of 35 hours Bi-Weekly

Job Duties:

- Dust/ Wipe down shelves & desks
- Wipe down/ disinfect all computers, keyboards, phones
- Clean windows throughout NEST offices and classrooms
- Sweep & wash floors in each room
- Clean and clear front entrance (Fire Hazard)
- Gather & Replace all garbage bags in All offices/classrooms/bathrooms
- Vacuum all carpets
- Clean & Disinfect bathrooms; toilets & sinks, replace paper towel, ensure toilet paper is added in all stalls, replace (brown) garbage bags in each stall, sweep and mop.
- Clean Staff room, counters, tables/desks
- Take out garbage
- Ensure front of building is cleared of any garbage; exterior garbage bin should also be cleaned on a regular basis.
- Clean the NEST classroom at the Ermineskin Mall
- Must be able to lift moderately heavy office equipment/supplies
- Keep an inventory of supplies
- Open and lock building & gate when necessary
- May be required to work evenings and weekends.

Job Qualifications:

- Custodial/Janitorial training/certification would be an asset.
- WHMIS & Standard First Aide
- Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture. Knowledge of occupational hazards, safety rules and regulations.
- Ability to prioritize the work of others and to organize and coordinate the work of the unit.
- Ability to lift heavy objects
- **Sign an Oath of Confidentiality**

Please submit your complete application/resume, copies of certificates and updated Clean Criminal Record Check.

Front Security with the Ermineskin Office Administration department
CLOSING: February 1, 2024

Under the direction of the Office Administration Manager security oversee the operational activities of all departments under the Ermineskin Cree Nation Administration building.

HOURS OF WORK: shift from 8:00 a.m. to 5:00 p.m. for a total of seventy two (72) hours biweekly.

JOB DUTIES:

- Greet people, inquire politely whom they want to see and direct them to appropriate person/office and confirm employee availability
- Treat ECN staff, members and visitors with respect, professionalism and consideration at all times.
- Responsible for opening and locking building each day
- Conduct office walk arounds and check outside area.
- Check offices, safes and washrooms at least three times per day and utilize the check list at the front.
- Remove intoxicated and unruly individuals from office area if called upon.
- Monitor council meetings when required.
- Call maintenance if repairs are required within Administration area.
- Report to Administration or Office Manager.
- Make sure the employee/public log book is utilized
- Keep a log book of mail/envelopes left at front reception area
- Get documents signed when Chief & Council are in a meeting in the Council chambers
- Assist staff when required.

QUALIFICATIONS:

- Minimum of grade ten (10) education
- Security Training an Asset
- Must be clear of any criminal record
- Must be able to communicate (verbally & written)
- Knowledge of the Cree language an asset
- Safety Tickets
- Physically fit able to lift at least 20lbs.

Please submit your complete application/resume, copies of certificates and updated Clean Criminal Record Check.

Accounting Clerk with the Ermineskin Finance department
CLOSING: February 1, 2024

As the next step of restructuring of Finance Department, ECN is looking to fill an Accounting Clerk position. As the Department is evolving, the candidate is expected to be flexible to be assigned for a role that will be a close match of their skills and the Department’s need.

Reports to: Chief Financial Officer (or designate)

Duties and Responsibilities:

The Accounting Clerk will be responsible for providing administrative and accounting support by performing the following duties, but not limited to:

1. Processing and completing accounts payables, including immediate processing (“Quick Pay”) by reviewing, entering, printing, and filing
 - Ensure transactions are coded and authorized by the Department Manager / Director in following manner:
 - Sufficient supporting detail or evidence is provided to warrant a disbursement
 - The authorization is within the individual’s authorization limit and are coded properly
 - Complete the invoice / voucher package by stamping with the date of cheque being printed.
 - Ensure the cheques are signed by appropriated signing authority and not to release without two signatures
 - Cheques shall be distributed or mailed as determined by the department
 - Provide cheque signers the proper documentation attached with applicable voucher
 - All paid invoices / vouchers shall be filed accordingly to account and department codes
 - Cheques requiring cancellation shall be clearly marked VOID or CANCELLED and do a cheque reversal as well as invoice reversal or credit note entry immediately, as applicable.
2. Assist with accounting of funds received by ECN from various sources and maintain proper record including hard copy records. This includes: a) Funds direct deposited to ECN bank accounts, b) Funds received by cheques in the mail, directly to ECN Finance or via departments, c) Cash and card payments at Finance and any other location, as payable to ECN or entities
 - Communicate to respective departments upon receipt of the fund and upon inquiry

- Deposit all type of funds received in Finance and create entries with proper coding and record keeping
 - Assist with bank reconciliation
 - Post any other banking entries as directed (such as bank charges, automatic payments etc.
 - Maintain the accounts receivable filing system. (filing, retrieval, retention, storage, compilation, coding and updating)
3. Send accounting transaction and other reports as directed
 4. Assist with internal audit and year-end audit by preparing working papers and reconciliation
 5. Assist with coding process implementation and coding correction as instructed by the supervisor and as requested by the Departments or required as per Audit recommendation
 6. Cross train for other job duties in Finance (such as Financial Reporting, Accounts Receivable, Payroll etc.) to remain flexible for future job realignment, assignment and growth
 7. Carry out all other duties as assigned
 8. Be knowledgeable of and adhere to ECN's governing documents, Constitution, policies and procedures

Qualifications & Skills:

- Accounting work experience required
- Related post-secondary education
- Sage 300 or any other accounting software experience an asset
- Intermediate user of Excel

Requirements:

- Be positive, self-motivated, and adept at learning new technologies and techniques
- Ability to work alone or in a team environment
- Exceptional leadership, organizational, communication and time management skills
- Well organized and efficient with time management

Please submit your complete application/resume, copies of certificates and updated Clean Criminal Record Check.

Case Management Worker with the Ermineskin Neyaskweyahk Human Services (NHS) department

CLOSING: February 6, 2024

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 Maskwac's 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, Child Intervention Check and Two (2) Reference Letters.

*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
Maskwacis, AB
T0C 1N0
Email: faith@ermineskin.ca**

**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**