

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: April 15, 2024

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

Two (2) Outreach Crisis Prevention Workers One (1) Female/One (1) Male with the Ermineskin Brighter Futures department

CLOSING: April 17, 2024

A Crisis Prevention Worker is a mental health professional specializing in providing counseling and support services to individuals under emotional distress often caused by mental and behavioral issues, conducting interventions as needed. A Crisis Prevention Worker engages with clients of all ages, requiring them to be proactive at all times.

Job Duties:

1. Meet with clients to assess their progress, give support and discuss any difficulties or problems.
2. Review client background information, interview clients to obtain case history and prepare intake reports.
3. Assess client's relevant skill strengths and needs.
4. Assist clients to sort out options and develop plans of action while providing necessary support and assistance.
5. Participate in the selection and admission of clients to appropriate programs.
6. Implement active life skills workshops, substance abuse treatment programs, behavior management programs, youth services programs and other community and social service programs under the supervision of social services or health care professionals.
7. Provide crisis intervention and emergency shelter services.
8. Implement and organize the delivery of specific services within the community.
9. Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on client's overall progress.
10. Mobilize and coordinate volunteer resources and activities for a range of organizations such as human services agencies, health care facilities, arts and sports, etc.
11. Find placements for patients needing inpatient psychiatric hospitalizations and provide community referrals to those requiring lower levels of care.
12. Notify your supervisor if clarification of a policy, procedure or safe work practice is needed.
13. Use initiative to reduce risk and apply discretion to solve problems, within scope of authority.

Qualifications:

- Post Secondary Education Diploma or Degree in Social/Health Science disciplines, Human Services or combined education with several years of related experience.
- Successful completion of mandatory training requirements including but not limited to WHMIS, ASIST, NVCI and First Aide/CPR.
- Knowledge of Community
- Punctual & Responsible
- Must have a Valid Driver's License
- Reliable Transportation
- Child Welfare Check
- Criminal Record Check with Vulnerable Sector Check
- Drivers Abstract

Please Submit Application/Resume, updated Criminal Record Check, Child Welfare Check, Driver Abstract and copies of Certificates.

Funding Agreement Officer with the Ermineskin Finance department

CLOSING: April 17, 2024

Under the direction of the ECN CFO, the Funding Agreement Officer is responsible to ensure all aspects of the Funding Agreement with Indian & Northern Affairs Canada and Health Canada are addressed properly on a timely manner. The Funding Agreement Officer will be required to present summary and interpretation to the Chief and Council on a regular basis. The Officer will also work closely with the Finance Portfolio holder and the Tribal Administrator as required.

Job Duties:

1. Work closely with Chief and Council, and Departments to deal with INAC on funding negotiations for the Nation.
2. Orientate new Directors, Managers, Program Coordinators and newly elected leaders on Funding

Agreement matters.

3. Review and negotiate funding with INAC representative on contributions available to the Nation as per Funding Agreement.
4. Coordinate meetings for Chief & Council on INAC funding related matters and address issues stemming from correspondence on Funding Agreement.
5. Analyze the annual funding agreements, methods, systems and procedures including text, policy changes to any new agreements and share recommendations to Chief & Council.
6. Keep up with knowledge pertinent to Treaty rights, legislations changes and their implications to funding agreement.
7. Continue to intake and house proposal and/or final reports related to Indian & Northern Affairs Canada and Health Canada as prepared by ECN Departments and entities.
8. Ensure funding opportunity call-outs received are discussed and utilized in the best interest of the Nation.
9. Forward information received from INAC and HC to applicable departments within the organization and follow-up to ensure the matters are addressed
10. Review and negotiate funding with INAC and HC representatives on contribution available to the organization per the Funding Agreement
11. Maintain archive in an organized manner of the funding applications, agreements, cash flow history, allocation by programs, completed reports, templates and so on
12. Maintain record of flow-through and carry-over of external funds, update respective departments and Nation entities and ensure prompt completion of flow-through transfer
13. Keep track of funding Activity Reports requirements by amendment number, notice of budget adjustment, funding amounts and departments assigned to execute the projects/programs and facilitate reporting process by providing accounting transaction as required
14. Work closely with other members of Finance and departments to accurately record external revenues and carry-overs, maintain records for year-end-audit
15. Prepare and maintain "How to" manual for cross-training purposes
16. Carry out all other duties as assigned

The ideal candidate should possess:

1. A University degree in a related discipline
2. Several years' experience in related position, preferably in a First Nations environment
3. Strong comprehension, writing and negotiation skills
4. Strong communication skills
5. Strong work ethics, leadership qualities and positive team-work aptitude
6. Experience working with Microsoft Office
7. Ability to meet deadlines
8. Must be willing to travel as needed and possess a valid driver's license

Please submit your complete Application/Resume, copies of Certificates and updated Criminal Record Check.

Two (2) Crisis Intervention Workers – One Permanent/One Casual with the Ermineskin Women's Shelter (EWSS)

CLOSING: April 22, 2024

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.

Hours of 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. AFTERNOON (4 pm to 12 am) & WEEKEND shifts

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 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 your complete Application/Resume, copies of Certificates, letters of Reference and updated Criminal Record Check, Child Intervention Check.

Manager with the Ermineskin Technical Services department

CLOSING: April 22, 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 grounds maintenance, streetlight electrical maintenance, 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 workflow, 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 senior financial administrator and Jr. entry file clerk 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 the 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.
- 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. Post-secondary degree in the field of Business Commerce, a minimum of five (5) years management experience
2. Must possess a valid driver 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.

Director with the Ermineskin Personnel department

CLOSING: April 29, 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 Maskwaçis 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.

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
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T0C 1N0
Email: faith@ermineskin.ca**

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