

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: **JULY 17, 2024**

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

Grants Officer with the Ermineskin Administration department

CLOSING: July 23, 2024

Under the supervision of the ECN Tribal Administrator, the Grants Officer will research funding grants to support ECN departments and programs, initiate and promote the participation of ECN staff in the development of the grant submissions. The position requires contact with ECN departments, Nation citizens and outside agencies. Grants Officer must be knowledgeable of the needs and requests of the Nation in the development of policy and strategic planning for this office.

Reports to: Tribal Administrator

Duties:

1. Conduct research and notify ECN departments and entities of available grants as per their operating and program scope.
2. Develop and maintain a summary document that includes the basic information about the grant, their deadlines, website link, funding agency contact and other pertinent information.
3. Be knowledgeable about First Nations Development Fund (FNDF) grant program as well as ECN's FNDF funding policy and assist with fund allocation process.
4. Assist ECN department managers/directors in writing proposals and applying for funding grants. Review all the grant program information including:
 - Program purpose
 - Organizational eligibility
 - Program/project eligibility
 - How to apply
 - Final financial and program/project reporting expectations
5. Develop plans, projects and budgets associated with grant submissions and proposal writing.
6. Develop and maintain policies, operating plan and/or strategic plan, statistics and analytics related to grants.
7. Maintain rapport with government agencies and other funding organizations that provide grants.
8. Identify funding gaps and share information to ECN leadership and executives
9. Identify gaps on grants and funding seeking process of the Nation and step-in to minimize the risk of losing funding opportunities
10. Provide inputs to ECN departments to properly conduct programs and operations as per the funding criteria
11. Maintain a repository of forms, templates, manuals and checklist related to job duties.
12. Assist with project reports and financial reports to funding agencies as well as assist with audit process.
13. Design and coordinate public consultation strategies regarding the design of potential projects to create eligible funding opportunities.
14. Work closely with ECN Finance department for proper accounting of the grant revenues and expenses.
15. Monitor funding requests and maintain associated database, prepare periodic reports and presentations.

Ability to:

- Follow strict deadlines and be highly organized.
- Work under pressure to meet deadlines for grant opportunities.
- To work in a business-like manner and maintain a good working relationship with Ermineskin Cree Nation staff and the Tribal Membership Nation citizens.

Qualifications:

- A highly motivated individual with proven success in grant writing and experience in proposal development.
- Post secondary education in humanities, liberal arts or communications and experience in proposal development/management.
- Excellent writing, editing, research, organizational and communication skills.
- Excellent interpersonal and leadership skills.
- Must have knowledge and experience in government-to-government negotiations.
- Able to speak and understand Cree an asset.

Please submit your complete Application/Resume, Cover letter, Three (3) letters of

Reference, Copies of Certificates and Updated Clean Criminal Record Check.

Data Entry Clerk with the Ermineskin Personnel department

CLOSING: July 23, 2024

Under the direction of the Personnel Director and Administrative Assistant, The Data Entry Clerk must have a strong familiarity with computers and software. The Data Entry Clerk is responsible for inputting employee information into the data base and maintaining pertinent statistics. This will also include researching information related to the employment field & assisting the Personnel staff with daily duties and ability to offer excellent customer service while working in a fast-paced, team environment.

Job Duties:

- Access information from a computer and/or maintain a computer database File Maker Pro
- Maintain accurate records
- Maintain employee files with pertinent employee information.
- Enter all employee information received into the Human Resource System (HRS) data base and keep updated on ongoing bases.
- Enter leaves daily and must keep personnel information in the data base and employee calendars updated (compassionate & sick leave etc.)
- Maintain a daily log
- Provide a monthly report to supervisor
- Keep accurate statistics for employee/department leaves of Personnel for presentation (by the Director) for each quarter.
- Process and record all Personnel forms
- Assist with questions and refer concerns to the Personnel Director or Administrative Assistant
- Provide a high level of customer service to ECN employees and the general public
- Ability to relate well with the general public and have excellent customer service skills
- Adhere to the Ermineskin Cree Nation Personnel Policies
- Must work well in a team environment
- Must be punctual
- Perform general office duties such as photocopying, faxing, and binding
- Willing to work overtime when required
- Maintain confidentiality and ability to be entrusted with sensitive personal information (PIPEDA)
- Attend staff meetings when requested
- Attend workshops/training when required
- As directed by supervisor, assume duties in their absence
- Perform all other job-related duties as assigned by the Personnel Director and/or Administrative Assistant

Job Requirements:

- Minimum of grade twelve (12) education or equivalent GED
- Computer experience or training
- Knowledge of Word, Excel, and previous experience with Databases (File Maker Pro).
- Typing rate of 50 words per minute or more
- 1-2 years' Experience related to general administrative duties.
- Exceptional customer service skills
- Must sign an oath of confidentiality
- Valid driver's license and reliable transportation
- Criminal Record Check
- Resume/Application and two (2) letters of reference

Please Submit Application/Resume, updated Criminal Record Check and Two (2) Reference Letters.

Homes Maintenance Technician with the Ermineskin CMHC/Property Management department

CLOSING: July 23, 2024

Under the direction of the CMHC Manager, the CMHC Homes Maintenance Technician is responsible for providing general maintenance to all CMHC Homes to promote the longevity of ECN/CMHC Homes. The main duties involve performing general regular maintenance duties on the CMHC HOMES and coordinating repairs for interior issues such as flooring, ceiling, walls, minor plumbing, and electrical; as well as exterior issues such roofs, soffits, fascia, eavestroughs, and grading. Scheduling services that require specialized repairs such as septic and HVAC systems. Also, oversee specialized projects such as RRAP, HASI, ERP, etc. that may be occurring during the year. This position will be required to respond to emergency maintenance calls after hours and on weekends.

DUTIES & RESPONSIBILITIES:

1. Maintain daily communication with the CMHC Manager on work completed and any major repairs that require approval.
2. Ensure respectful and consistent communication with CHMC home occupants regarding maintenance of their home and any other recommendations.
3. Maintain a written record of work done on all CMHC Homes in coordination with the CMHC Management team.
4. Respond to emergency service calls by either attending to the call or coordinating a response to the emergency service which includes after hours or weekends.
5. Maintain and carry out a calendar of monthly and annual CMHC HOME maintenance schedule and repairs.
6. Provide general handy work including regular maintenance, minor plumbing specifically toilets, faucets, and drain issues, and minor electrical and patch and paint repairs.
7. Prepare estimates on major repairs that require hiring specialized service contractor.
8. Visit work sites ensuring contractor is following timeline of the contract and working toward completion of the job in a timely manner.
9. Must be able to deal with contractors and vendors to resolve issues that may arise.
10. Assist CMHC management team to develop Scopes of Work on major projects.
11. Facilitate regular inspections on major projects and perform final inspections on completed emergency jobs.
12. Maintain homes by carrying out variety of activities or coordination such as repairs, general upkeep, pest control, carpentry, grading, etc.
13. Follow-up with maintenance and closing off services on CMHC units where occupants have vacated either by eviction, fire, or other manner.
14. Schedule and coordinate contractors; sub-contractors; materials and equipment to construction or major repair locations.
15. Participate as a team with the EPM maintenance personnel and contractors to guarantee quality of services.
16. Keep storage bay area clean and continuous inventory of storage CMHC C-cans.
17. Ensure proper and regular maintenance of the Shop Truck.
18. Other duties as directed and as required, completing tasks assigned by the manager.

CORE COMPETENCIES: PLANNING AND ORGANIZATION:

1. Demonstrates commitment to accuracy and attention to detail.
2. Balances demands and deadlines with a clear and structured approach.
3. Ability to stay focused on assigned tasks.
4. Excellent time management skills to meet deadlines of assigned tasks.
5. Ability to work independently as well as in a team environment.
6. Punctual and excellent work ethic, and self-motivated.

EFFECTIVE COMMUNICATION AND PROFESSIONALISM:

1. Excellent verbal and written communication skills with demonstrated ability to adapt communication style suitable for wide range of individual needs.
2. Demonstrated experience in compiling and presenting reports.
3. Employs a high degree of professionalism in all situations with the public and co-workers.
4. Responsible for maintaining accurate up to date and usable information for CMHC Projects.

QUALIFICATIONS:

- Minimum of three (3) years' experience in general building maintenance and estimating.
- Must have some training in Construction Trades.
- Knowledgeable in current building construction, plumbing, electrical codes.
- Ability to interpret maintenance instructions, manuals, safety rules, and other documents.
- Be able to provide estimates on any work projects as expected.
- Ability to write reports as necessary.

REQUIREMENTS:

- Valid Class 5 Drivers License and submit a Drivers Abstract.
- Must have own tools.
- May be required to do heavy lifting.
- Adhere to Oath of Confidentiality.
- Knowledge of the Cree language is an asset.

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

Researcher with the Ermineskin Membership department

CLOSING: July 29, 2024

The Researcher is responsible for researching all past and present information requested by the Manager, Chief and Council, tribal members, and/or Administrator regarding 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 Treaty Governance Department and reports to the Treaty Governance Director.

JOB DUTIES:

1. To research various information of past and present information regarding 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 various letters such as: Living Allowance, Band member letter, New Band numbers, etc.
9. Assist tribal members with the Band 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: Alberta Health, Treaty Annuity Payments
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, take messages.
18. Attend meetings when requested monthly Administration meetings and mandatory General Meetings.
19. Input pertinent information into Registry Management system when requested
20. Submit and compile reports and statistical information when requested by other departments.
21. Carry out duties assigned by the Manager and/or Registrar.

REQUIREMENTS:

- MUST be a Ermineskin Cree Nation member
- High School Diploma or Equivalent
- Knowledge of the Cree Language is an asset.
- Certificate in Research preferred.
- Experience in conducting research.
- Knowledge of Word Perfect and Excel.
- Knowledge of Data Base File Maker Pro.
- 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
- Must submit a criminal record check

Please Submit Application/Resume and updated Criminal Record Check.

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

CLOSING: July 29, 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 Application/Resume and updated Criminal Record Check.

Custodian/Janitor with the Ermineskin Property Management department

CLOSING: July 29, 2024

The Custodian will be under the supervision of the Property Management manager and will be responsible for keeping the building interiors clean and in an orderly condition. The duties will be carried out from 8:30 a.m. to 4:30 p.m. The custodian will perform heavy cleaning duties such as cleaning floors, sweeping and mopping. Maintaining the cleanliness of washrooms daily, dusting all furniture and light fixtures, washing walls, glass, windows, removal of garbage and any other duties as required. The incumbent will report to the manager of any repairs and supplies when needed.

Hours of Work: Monday to Friday (excluding every second Friday) from 8:30am to 4:30pm total of sixty-three (63) hours bi-weekly, must be the one to arrive first and the last to leave.

Job Duties:

1. Spot-check each office upon arrival at work
2. Dust and sanitize all surfaces on a regular basis
3. Wash all glass, mirrors and walls in reception area, hallways, and washrooms
4. Vacuum all office rugs on a daily basis
5. Sweep and mop floors in offices, hallways and washrooms daily
6. Maintain washrooms on a daily basis; this includes sanitizing wash basins, disinfecting toilets, garbage removal, stocking toilet paper, paper towel and soap dispensary when necessary.
7. Monthly deep cleaning of washrooms such as sanitize in and around toilet, wipe the walls, scrub and sanitize sink area and floor around toilet
8. Maintain inventory and equipment of all cleaning supplies as needed
9. Refrain from disturbing or removing any personal items or other property within offices, desks, and surrounding area
10. Collect garbage in offices and dispose of any garbage from the building to the sanitary landfill site when needed
11. Keep EPM building and property in a clean and orderly condition at all times
12. Perform other duties as requested by the EPM manager

Job Qualifications:

- Minimum of Grade 10 or GED
- Minimum 1 year experience in the operation and maintenance of buildings
- Maintenance training/certification as asset
- Safety Tickets WHMIS, TDG, H2S & First Aid

- Must be self-motivated.
- Punctual
- Communicate effectively both orally and written.
- Adhere to Oath of Confidentiality
- Submit criminal record check and copies of certificates.

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

Manager with the Ermineskin Technical Services department

CLOSING: July 29, 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.

**Arena Facility Manager with the Ermineskin Health and Wellness department
CLOSING: July 29, 2024**

Under the direction of the Health and Wellness Director, the Arena Facility Manager is responsible for the overall management of the Neyaskweyahk Arena. The incumbent will ensure the Arena is operating at optimum standards with effective administrative functions, facility operation and building maintenance including a wide range of facility based operational activities and maintenance. Perform office duties such as filing, answering telephone, computer data entry, emailing, monitoring security cameras, office supplies and office equipment maintenance.

Reporting Structure: The Arena Facility Manager will report directly to the Health and Wellness Director.

Job Duties:

1. Managing the daily operations and administration of the facility.
2. Supervisory duties include supervising the work of staff, coordinating and directing staff work schedules.
3. Conducting annual staff performance evaluations and establishing training plans
4. Implement Arena Operating Policy and ensure staff compliance to operation procedures and applicable policies to arena operations (Personnel Policy, Alberta Boilers Safety Association, work site health and safety, etc.).
5. Ensure effective communication by conducting regular staff meetings and meetings with the Director and Portfolio holder.
6. Operate the Arena within the annual budget while managing the budget according to the strategic plan, arena upgrade plan, finance policies and procedures, and generally accepted accounting principles.
7. Assist with the preparation of the annual budget while monitoring and controlling budget expenditures.
8. Prepare and submit monthly and quarterly reports to the Director.
9. Attend and participate in Managers and Directors meetings and other meetings deemed necessary by the Director, Tribal Administrator or Chief and Council.
10. Attend and participate in meetings when requested i.e. HUB
11. Maintain all service agreements or contracts as they pertain to facility operations and services.
12. Work with contractors as it relates to building maintenance while maintaining respectful communication.
13. Ensure hockey schedules, bookings (i.e. games, lessons, activities, programs, services, and parties) and ice rentals are up to date and recorded. Ensure ice rental fees are paid, recorded, and paid with the Finance department
14. Oversee the purchasing, maintenance and inventory control of supplies and equipment for the facility.
15. Oversee bookings of events scheduled for the facility.
16. Ensure that existing services and programs are reviewed annually and recommend necessary improvements.
17. Implement, review/update the strategic operational plan for the department.
18. Establish and annually update the maintenance and operation policy.
19. Plan, prioritize, organize and conduct daily arena activities i.e. ice rentals, summer events and programs.
20. Supervision and assist staff with the daily custodial duties, sanitation and housekeeping to ensure the arena is always clean and safe.
21. Responsible for ensuring proper operations of equipment and maintenance for the Zamboni, edger, grass trimmer, etc.
22. Ensure all necessary maintenance logs are completed, filed, and entered daily in the computer.

23. Responsible for keeping record, monitor and control of inventory including arena inventory and weekly custodial supply.
24. Provide quality customer service.
25. Promote safe working practices and conduct on-site safety inspections periodically.
26. Attend requested training
27. Other related duties as assigned/required.

Maintenance:

1. Ensure proper and safe operations of the facility are in alignment with current safety standards and workplace safety regulations.
2. Responsible for facility maintenance schedules, inspect facility maintenance and operation schedules regularly while performing minor maintenance tasks when necessary.
3. Oversee facility maintenance of operational systems and equipment, and report deficiencies to Director.
4. Responsible for ice management and plant operations i.e. build, resurface, remove ice, and monitor plant operations.
5. Ensure arena ice surface and boards are up to standards and ensure the proper installation and removal of ice and boards.
6. Routinely inspect daily, weekly, and monthly custodial duties i.e. bathrooms, dressing rooms, front lobby, etc.
7. Ensure the appropriate record keeping is established and maintained for custodial, facility operation maintenance, equipment maintenance, ice temperature etc.
8. Ensure that equipment operators are conducting and recording daily and weekly periodic inspections of all equipment and operating systems.
9. Oversee that staff are following routine preventative maintenance schedules for the facility.
10. Implement the Arena Building Condition Assessment and Upgrade Plan.
11. Maintain effective communication with director, equipment operators, technical services, users, and contractors about the operations and maintenance of the facility.

Public Relations:

1. Liaise with the public to provide effective management for the facility.
2. Serve as an ambassador for the Arena and promote good public relations.
3. Ensure that facility programming and schedules are kept up to date
4. Ensure the public is well informed of scheduled programs and events by updating TV monitors, whiteboards, Outdoor display, ECN website, and other ECN media.
5. Ensure staff demonstrates high excellent customer service.

Public and Facility Safety:

1. Ensure that all maintenance standards are adhered to by staff and contractors, damaged items are reported, recorded, and repaired immediately.
2. Provide ongoing security presence, be present throughout the facility and be the primary contact for the arena users/public.
3. Handle facility emergencies, operational issues, and user incidents.
4. Always ensure staff and public safety.
5. Oversee the security and safety of the facility.

REQUIREMENTS:

- A post-secondary education in Recreation Facility Management or equivalent work-related experience.
- Level 1 & 2 Arena Operations Certification and/or interest in receiving the appropriate training for arena operations/maintenance.
- 3-5 years' experience in supervising staff and management.
- 3-5 years of financial management with experience of budgeting, controlling and monitoring.
- First Aid and CPR certification.
- Criminal Record Check and Child Intervention Check.
- Valid Class 5 driver's license with driver's abstract
- Knowledge and experience in arena and ice making operations and general building maintenance; and use of maintenance equipment.
- Strong written and oral communication skills.
- Knowledge of strategic planning and management.
- Knowledge of good and effective public relations.
- Knowledge of the Maskwacîs minor hockey program.
- Ability to lead a team and function in a team environment
- A high degree of personal integrity
- Good judgment and problem-solving skills
- Knowledge of occupational health and safety standards and workplace safety regulations.

Please submit your complete Application/Resume, copies of certificates, Driver Abstract,

updated Clean Criminal Record Check and Child Intervention Check.

Director with the Ermineskin Personnel department

CLOSING: July 31, 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 for working 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.

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
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