

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: August 28, 2024

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

Manager with the Ermineskin Technical Services department

CLOSING: September 4, 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 areas 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.

Manager with the Ermineskin Neyaskweyahk Employment Program (NEP) department

CLOSING: September 4, 2024

Under the direction of the Personnel Director, the incumbent is responsible for supervising and coordinating all projects (Neyaskweyahk Employment Program and Seasonal Projects) working in conjunction with other Program Managers within the organizational structure. Manages the recruitment and job placement activities of contract workers within the program by performing the following duties, personally or through subordinate supervisors.

Supervisory Responsibilities:

Supervise a total of six employees. The Manager is responsible for the overall direction, coordination, and evaluation of these units. The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities:

- Planning and development of the Neyaskweyahk Employment Program/Services.
- Directs and provides guidance to project supervisor.
- Supervises employees under the N.E.P. programs as assigned.
- Implements the Ermineskin Cree Nation Personnel Policies to the six (6) employees
- Implements Neyaskweyahk Employment Program Personnel Policies to the NEP contract (910) program employees and the seasonal employees under their supervision.
- Responsible for orientating and reviewing the N.E.P. Personnel Policies with new & existing N.E.P. staff.
- Prepares annual budgets for the N.E.P. with the Personnel Director
- Responsible for preparing required information for annual budget readings and must be available to be in attendance to present such information.
- Prepares project budgets with the Personnel Director
- Maintains appropriate files on projects and employees in conjunction with the Personnel dept.
- Directs and provides guidance to all project employees.
- Works in conjunction with the NHS Manager and Program Managers to set up training for Neyaskweyahk Employment employees.
- Prepares monthly/quarterly reports.
- Attends training seminars and workshops when required.
- Attends meetings when required.
- Develops job sites for employees.
- Responsible for holding monthly staff meetings with N.E.P. employees.
- Develops and implements programs, plans, policies, and procedures for recruitment, testing, selection, and job placement.
- Writes and maintains job descriptions.
- Develops and maintains internal job posting program.
- Develops and maintains contacts with educational institutions, employment agencies, placement firms, and other sources of applicants.
- Develops and manages temporary employee, internship, and volunteer staffing programs.
- Develops and implements new employee orientation programs.
- Maintains data on recruitment activities, applicant flow, interviews, hires, transfers, promotions, and terminations.
- Prepares and analyzes statistical reports and other data to monitor applicant flow, selection, and

turnover for compliance with legal regulations and with organization goals and policies.

- Consults with management to prepare staffing budgets, projections, and employment policies, procedures, and practices.
- Researches and submits proposals for applicable grants.
- Follows through on required reporting procedures in relation to grants money.
- Conducts evaluations on staff and implements a performance management system to address problem behaviors.
- Creates a professional, pleasant and comfortable work environment to improve relations with the public and increase production and staff satisfaction.
- Manages affirmative action and equal employment opportunity programs.
- All other related duties as assigned by the Personnel Director

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Leadership and Motivation- Provides guidance and support towards staff to achieve departmental goals.
- Analytical – Designs workflows and procedures.
- Interpersonal Skills – Maintains confidentiality.
- Oral Communication – Participates in meetings.
- Cost Consciousness – Works within approved budget.
- Ethics – Treats people with respect; Upholds organizational values.
- Organizational Support – Follows policies and procedures.
- Attendance/Punctuality – Is consistently at work and on time.

Other Skills and Abilities

Ability to counsel and provide guidance to applicants e.g. MCC, Education Trust Fund and Family Wellness Centre. Ability to develop and maintain effective working relationships with employees and supervisors. Proven ability to relate well with the public, ECN Management and business contacts. Should be punctual and responsible, able to take direction. Must have good judgment, tact, discretion and initiative and be of good character.

Qualifications:

1. Post Secondary education diploma in Business Management or equivalent area of study. Proven experience with managing projects and supervising employees.
2. Must have at least three (3) years' experience in management.
3. Must have at least three (3) years of financial management experience.
4. The ability to speak Cree would be an asset.
5. Knowledge of Microsoft Office applications (Excel, Power Point, and Word).
6. Valid Driver's License and own transportation.
7. Ermineskin Tribal Member would be an asset.

Please Submit Application/Resume, Cover Letter, updated Criminal Record Check, Driver Abstract and Three (3) Letters of Reference.

Driver/Field Worker with the Ermineskin Elders Center department

CLOSING: September 4, 2024

Under the direction of the Ermineskin Elders Department Manager and Administrative Assistant, the major component of this position will be to drive Elders/Seniors to and from medical appointments in the areas of Maskwacis, Wetaskiwin and Ponoka.

Duties and Responsibilities:

- Responsible for providing Transportation services for Elders/Seniors (medical appointments, meetings, conferences, and wherever their attendance may be requested).
- Work with the Manager and Administrative Assistant regarding the coordination and scheduling of the Transportation services.
- Keep a daily log of all Transportation trips (mileage and destinations) and submit it to the Elders department at the end of each day.
- Responsible for cleaning and maintenance of vehicle daily and reporting any problems with vehicle as necessary.
- Assisting Elders in and out of vehicle safely and securely
- Assist with Elders/Seniors fundraising activities when required.
- Assist with home visits when required.
- Notify Ermineskin Elders Center Manager of any problems or concerns relating to transportation services which require immediate attention.
- Notify the office of absences or when going to be away from immediate area for an undetermined time.
- Always keep cell phone on in case of emergency.

- Attend meetings/training as required.
- Submit monthly activity reports.
- Perform any other duties assigned by the Ermineskin Elders Center Manager and Administrative Assistant.

Job Requirements:

- Minimum Grade 12 Education or equivalent.
- Class 4 Driver's license.
- First Aid and CPR Certification
- Able to speak and understand Cree is an asset.
- Communication skills –oral and written.
- Public Relation skills.
- Be self-motivated and work well with other staff members.
- Able to interact and work with Elders/Seniors – stress importance on fairness and be respectful and sensitive to their needs.
- Perform and conduct self in a professional manner.
- Some knowledge of vehicle maintenance.
- Willing to work on evenings and weekends when required.
- Sign and adhere to Oath of Confidentiality.

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

Senior Services Liaison with the Ermineskin Elders Center department

CLOSING: September 9, 2024

Under the direction of the Ermineskin Elders Center Manager, the primary component of this position is to plan and coordinate services and activities relevant to the well-being of the Elders/Seniors (including disabled persons) of the Ermineskin Cree Nation (ECN). The incumbent will also work as a liaison with off-reserve public, private continuing care facilities, and Maskwacis Health Services.

Duties and Responsibilities:

1. Submit monthly reports to the Ermineskin Elders Center Manager.
2. Organize informational workshops as needed.
3. Conduct one-on-one consultation sessions as needed for the Elders/Seniors relating to health, well-being, pensions, home/hospital visits, and home maintenance problems (i.e. assist with arranging for service calls).
4. Assist Elders/Seniors in completing any type of required application forms such as pensions, special needs, and tax returns, Alberta Senior Financial Assistance applications plus any other documents.
5. Plan and prepare fund-raising for Elders/Seniors activities (i.e. hold raffles, bake sales, etc.).
6. Plan and prepare Elders/Seniors activities and events in collaboration with Manager.
7. Refer Elders/Seniors to proper medical agencies for medical needs such as eye care, hearing, handicap equipment needs, etc.
8. Take bookings for drivers to pick up Elders/Seniors for medical appointments, groceries, food bank, local workshops and activities where they are invited and wherever their attendance is requested.
9. Establish and maintain contact with ECN Elders who are currently in an off-reserve public and private continuing care facilities.
10. Assist Administrative Assistant with maintaining individual files of records for Elders (i.e. tax returns, identification, senior benefits records, appliance invoices, etc.).
11. Assist applicable agencies/departments in the development of support networks for the Elders (i.e. Maskwacis Homecare, NEP, EPM, case conferencing meetings, etc.).
12. Advocate for the Elders by assessing and/or identifying programs and services (both off and on reserve) that are most beneficial and relevant to the Elders.
13. Assist agencies with projects as they relate to senior services continuing care off and on-reserve.
14. Establish linkages and liaise with other agencies and/or departments related to seniors services.
15. Perform any other duties assigned by the Ermineskin Elders Center Manager.

Job Requirements:

- Post-secondary education in social work, health care or a related field.
- Minimum Grade 12 Education or equivalent.
- Knowledge of senior services and programs available to Elders/seniors.
- Able to speak and understand Cree.

- Public relation skills
- Good observation skills.
- Patience and tolerance.
- Flexible and adaptable.
- Be self-motivated and work well in a team environment with other staff and reps of other agencies/departments
- Must have transportation and valid driver's license.
- First Aid and CPR Certification.
- Excellent administrative and organizational skills.
- Strong Communication skills both oral and written.
- Excellent computer skills.
- Able to interact and work with Elders/Seniors and maintain objectivity in a respectful manner.
- Maintain professionalism.
- Willing to work on evenings and weekends when required.
- Sign and adhere to Oath of Confidentiality.

Please Submit Application/Resume, Copies of Certificates, Letters of Reference and updated Criminal Record Check.

Grants Officer with the Ermineskin Administration department

CLOSING: September 12, 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 Nation citizens.

Qualifications:

- Post secondary education in humanities, liberal arts or communications and experience in proposal development/management.
- A highly motivated individual with proven success in grant writing and experience in proposal development.
- 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, Three (3) letters of Reference and Updated Clean Criminal Record Check.

*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office*

Incomplete Applications will automatically be screened out

FOR FURTHER INFORMATION CONTACT:

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