

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: **NOVEMBER 18, 2024**

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

Early Child Development (ECD) Level 2 or 3 with the Ermineskin Daycare Center department

CLOSING: November 21, 2024

The Supervisor-Childcare worker's main responsibility is the wellbeing and safety for daycare children assigned under their care. Is required to faithfully fulfill the implementation of the program, services and policies of the Ermineskin daycare. As a representative of the Ermineskin Day care the incumbent must demonstrate kindness, patience, and respect towards all community members in general, and particular towards those who are obtaining services from the daycare. This person must strictly adhere to the code of ethics established by the Ermineskin Daycare Centre and take an oath of confidentiality. The worker shall always be governed by the employment policy, and professionally prepared as a daycare worker of young children obtaining level 1, 2, 3, of early childhood development education and first-aid in childcare; able to meet the requirements of the licensing agency. This person must be a Cree speaker and should not have any criminal convictions.

HOURS OF WORK:

The days and hours of work are Monday to Friday with rotating shifts of 8:00 – 5:00 p.m. seventy-two (72) hrs. Bi-weekly.

DUTIES AND RESPONSIBILITIES:

The duties of the supervisor –childcare worker-childcare assistant include the following:

- Assist in the administration of daycare policies, guidelines and procedures
- Assist in the preparation of the calculation of children's hours.
- Supervise room childcare workers
- Meet with parents and guardians and discuss children's progress or incident and accidents reports.
- Perform other duties that may be assign by the program coordinator and manger
- Care for and supervise the wellbeing of the children at all times
- Train level 1 co-workers, if they should be experiencing difficulties within children and program planning.

BASIC ABILITIES NEEDED: The supervisor-child care worker-child care Assistant should have:

- A warm sympathetic, friendly, personality. They must really enjoy being with children, show it in her behavior and let children feel they can look to them for protection, help and sympathy
- Self-confidence: the supervisor-child care worker must be able to give children the feeling that they know what they are doing and for what reasons. Their self-confidence helps children feel secure with them.

DEPENDABILITY & STABILITY:

- Not only should the supervisor-childcare worker-childcare assistant understand their individual Responsibility for safeguarding, protecting and teaching children, but they must be able to use good judgment in emergencies and their reactions to an unusual behavior by children or colleagues.

ABILITY TO ACCEPT SUPERVISION:

The supervisor – childcare worker-childcare assistant must be able to learn new concepts and know how and when to use what they have learned. They must be capable of accepting criticism undefensively and of continuing to experiment and willing to try new ideas without fear of failure. **GOOD HEALTH:**

- The supervisor – childcare worker-childcare assistant must be in good physical and mental health, keeping up physically and active children required vigorous activity and sharing the care of a child and realize that they cannot fulfill own emotional needs by becoming a rival with parents for child's affection.

DAILY JOB ROUTINES:

- Provides children programs schedules daily activities to create a balance between active and quiet play.
- Report all accidents or emergencies related to the program
- Assist children in their daily routine.

MEALS & SNACKS:

- Ensure that all staff are sitting down to eat with and supervising children during meals.
- Good Manners are suggested; help is offered with children experiencing difficulties.
- Does not force children to eat but encourages them.

DIAPER CHANGE & TOILET/HAND WASHING:

- The supervisor – childcare worker – childcare assistant accompanies children, as they may need help.
- They set up a schedule for taking a few children at a time.

- They make sure children learn good habits.
- Ensure that co-workers are implementing the diapering and hand washing procedures at all times.
- They ensure that staff are always encouraging children to hand wash especially after washrooms use.

SLEEPING OR RESTING/ QUIET TIME:

- Supervisor-childcare worker – childcare assistant makes resting time a normal and pleasant part of the routine
- The supervisor-childcare worker-childcare assistant does not force the child to sleep
- Expect him/her to rest by rubbing his/her back or using other methods they may find effective to encourage quiet time. (i.e.) allow child to read quietly and sit on the rest mat.

WEEKLY:

- Prepare children’s attendance sheet:
- Prepare primary staff attendance sheets
- Prepare BI-weekly schedule of activities that meet the needs of the children

MONTHLY:

- Prepare children’s progress form’s
- Submit a newsletter on past activities and planned activities to keep parents informed

YEARLY:

- Have yearly medical

JOB DIFFICULTIES:

- Supervise fellow room staff members enforcing rules and regulations
- Maintain a good relationship with children’s parents

DIRECT SUPERVISING DUTIES:

- Room co-workers
- Children left in your care

DIRECT SUPERVISING OF POSITIONS:

- Will report to the manager, all jobs related activities, Problems and success.
- Will do all progress reports for children in their group
- Will report to the manager of all accidents, illness, success or behavioral problems related to the children in their group
- Will submit all reports requested by the manager.

RESPONSIBILITIES:

- Direct the activities and create a classroom atmosphere in which the children can grow according to his/her own needs and capabilities at each stage of growth.
- Support the child in the face of conflicts, failures, obstacles and disappointments And help him/her achieve new skills that enable him/her to cope better with similar situations.
- Use her special skills to set limits to his/her strides in growth
- Talk to children to enhance language development at their level of understanding
- Understand that a young child’s behavior is their way of telling them how she/he feels and watch her/his behavior closely on how to help and guide the child.
- Use non-punitive (punishment) methods of dealing with out-of-bounds behavior always aware the goal is to develop self-discipline not submission.
- Provide a variety of materials selected with the development characteristics of the young child
- Arrange toys and materials and make space available for their use so that the child can benefit from them at their level to be made accessible, not too restricted from reaching them.
- Give the child free choices of selection of equipment. Observe his/her use of it, stand ready to help him/her and guide them towards new ways of using equipment for enriched achievements.
- Make the classroom a place where the child finds order but not regimentation, freedom but not license.
- Help the child satisfy experience in his/her relationship with other children
- Know to make routines, as well as play activities, good learning experiences
- Protect the child from dangers
- Always be aware of the child’s physical condition
- Understand the importance of their role as an adult in the life of the child and use this role to reinforce his/her sense of security and belonging.
- Get to know the child’s family and be familiar with his/her home situation.

KNOWLEDGE, ABILITIES, & SKILLS REQUIRED: Essential Desirable

EDUCATION:	Grade 10	Grade 12
	Willingness to be trained in E.C.D.	Trained in E.C.S.
EXPERIENCE:	Having worked with children	
LICENSES OR CERTIFICATES	Level 2-3 Child Development Qualifications	
OTHER SKILLS	Fluency in Cree Language	
ADDITIONAL	Sobriety, No Criminal Record	

REQUIREMENTS

Please Submit Application/Resume, Copies of Certificates, updated Criminal Record Check and Child Intervention Check.

**ECN Social Media Coordinator with the Ermineskin Communications department
CLOSING: November 25, 2024**

Under the direction of the Administrator and Communications Manager. The ECN Social Media Coordinator is a communication link to inform and educate members of the Neyâskweyâhk Cree Nation. They create and curate content, develop campaigns, monitor and respond to the public, analyze metrics, and stay up to date on media trends. The ECN Social Media Coordinator implements media postings, maintains content oversees day-to-day management of the ECN Social Media platforms and assures quality and monitoring of the sites. The ECN Social Media Coordinator will design content, assist in the creation and editing of written, video, and photo content. The immediate Supervisor is the Communications Manager.

Duties and Responsibilities:

- Ensure ECN social media platforms are up to date with current news and announcements. (ECN Facebook pages, Facebook Groups, Instagram, Twitter, and YouTube)
- Promote ECN Communications, Website and Mobile App using various advertising methods. Example brochures, videos, posters etc.
- Issue and update the monthly events calendar poster for all ECN Staff.
- Design media postings and other graphics, marketing materials, and informational documents for the ECN Departments and administration.
- Develop and curate engaging content for social media platforms.
- Interact with users and respond to social media messages, inquiries, and comments
- Research information to share with our ECN Citizens.
- Post emergency notices on the ECN social media platforms when required.
- Managing our online communities to ensure respectful and appropriate engagement.
- Collaborate with all ECN departments and outside agencies to encourage sharing of information for the ECN social media platforms.
- Research emerging technologies and services that may enhance the social media experience and make recommendations to management.
- Comply with the Ermineskin Personnel Policies and Communications Department Policy and Procedures.
- Other specific duties as required.

Technical Qualifications/Skills:

- Excellent written and verbal communication skills, with the ability to craft compelling content and engage with diverse audiences.
- The individual possesses strong organizational and time management skills
- Proficiency with video and photo editing tools, digital media formats, and HTML
Ability to use design or practical video editing tools (Illustrator, Photoshop, Canva and applications to edit videos)
- Demonstrated team player, who is motivated and energetic
- Impeccable time management skills with the ability to multitask, and time management.
- Results oriented and well organized with a sense of urgency and an ability to meet deadlines

Requirements:

- Technical College Certificate, Diploma or Post Secondary Degree in Graphic Design and/or Social Media Development, **or willing** to take applicable training if required.
- Be positive, self-motivated and adept at learning new technologies and techniques.
- Ability to work alone, as well as with the Communications team.
- Strong communication skills (oral and written) and attention to detail.
- Well organized and efficient with time management.
- Sign and adhere to Oath of Confidentiality.

Please Submit Application/Resume, Copies of Certificates and Updated Criminal Record Check.

Director with the Ermineskin Personnel department

CLOSING: December 2, 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 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.
- Demonstrated ability as a successful partner on the executive management team that provides company leadership and direction.
- 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 Maskwacis 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’s degree preferably in Administration, Management, Human Resources. A degree relevant in Human Resources is preferred.
- Minimum seven (7) years’ experience in management is essential
- Five (5) years’ experience working in the human resources field is preferred.
- Possess financial budgeting experience.
- Understand and speak the Cree Language an asset
- 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.
- Class 5 Driver License

Please Submit Application/Resume and Updated Criminal Record Check.

Two (2) Program Aide/Drivers with the Ermineskin Parks and Recreation department

CLOSING: December 2, 2024

Under the direction of the Parks and Recreation Manager, the Program Aide -Driver will assist the programmer with all levels of program implementation and to provide assistance to staff in a variety of areas and functions.

Reporting Structure

The Program Aide-Driver will report directly to the Parks and Recreation Manager.

Job Duties:

- Assist Programmer with implementing programs and program delivery.
- Supervise and assist youth registered in programs and when they are present in the facilities.
- Assist facilitators or instructors with program delivery (supervising, picking up supplies, picking up snacks, etc.).
- Clean areas after the completion of programs.
- Set up and take down after programs.
- Clean recreation vehicle after each use and complete vehicle logbooks.
- Assist with maintaining and storing equipment and supplies.
- Responsible for sanitation and cleaning of equipment and supplies after use.
- Implement recreation policy and procedures.
- Assist with program partnerships as required.
- Assist with monitoring and control of equipment and inventory supply.
- Assist with the arena staff when requested.
- Assist with basic maintenance and clean-up of park areas and facilities.
- Assist ground maintenance staff when requested.
- Assist with custodial duties and with cleaning the weight room/gym area.
- Attend meetings when requested by Manager
- Perform other related duties as requested by the Manager.

Requirements:

1. Grade 12 or equivalent Canadian Adult Education Credential (CAEC)
2. Clean criminal record check including vulnerable sector check.
3. Class 5 drivers’ license and a clean driver abstract. Class 4 drivers’ license is preferable.
4. Experience working with youth of all ages and with youth programming.
5. A member of the Alberta Recreation Parks Association is an asset.
6. Custodial care training is an asset.

7. Mandatory drug and alcohol testing.
8. Interest or background in recreation and sports.
9. Coaching or leadership training and experience is an asset.
10. Excellent verbal and written communication skills.
11. Basic computer skills.
12. Must be bondable.
13. Able to work shifts, evenings and weekends.
14. Must have patience, a positive attitude and be comfortable working with youth of all ages.
15. Must acquire a current standard first aid and CPR certification.
16. Must have own transportation.
17. Knowledge of recreation trends.
18. Ability to work in and promote a team approach work environment.
19. Ability to be creative and adapt to change.
20. Good physical condition and able to stand and walk throughout the day.
21. Able to use tools, lift heavy objects, and perform manual labor.

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

Custodian/Janitor with the Ermineskin Parks and Recreation department

CLOSING: December 2, 2024

The successful candidate will be responsible for the care and cleaning of the Jim Rattlesnake Sports building, also for carrying out all job duties assigned. The incumbent will be under the supervision of the Parks and Recreation Manager.

REPORTING DUTIES: Reports to the Parks and Recreation Manager.

Job Duties:

- Performs a full range of cleaning tasks that include sweeping and mopping floors daily throughout the entire building including the Brighter Futures offices and classroom.
- Maintain the cleanliness of the kitchen by disinfecting and clean appliances, cupboards, countertops.
- Clean and disinfect the restrooms, and other areas as assigned by the Manager.
- Wash walls, windows, and furniture when necessary.
- Turn on/off lights and lock/unlock doors.
- Maintain a monthly inventory of all cleaning supplies, prepare lists of supplies required and order with ECN custodian and forward list to Manager for payment when required.
- Assists in cleaning and maintaining the parking areas, and areas surrounding the building.
- Assist Fieldworkers with the care and maintenance of the skate-park and parks (baseball fields, etc.).
- Responsible for small maintenance and equipment repairs such as replacing a broken light, cleaning up spills or leaking roof, moving damaged office furniture or equipment or repairing the vacuuming.
- Maintain cleaning equipment when necessary.
- Enforces rules of the building to public.
- Reports damages or acts of vandalism to the building to the Manager and completes an incident report.
- Responsible for disposal of garbage from offices, kitchen, bathrooms, weight room, Brighter Futures offices, and all other public utilized spaces in the building
- Take garbage to sanitary landfill site when requested and approved by the manager.
- Perform pest control (fruit flies, flies, etc.) throughout the building.
- Participate in monthly staff meetings.
- Help during events or meetings that entail setup, take down, opening/locking up the building after hours, assist with supervision during after-hours events and weekends when requested.
- Performs other duties as requested by the Manager.

JOB REQUIREMENTS:

- High school diploma or Canadian Adult Education Credential (CAEC).
- Class 5 Driver license and class 4 would be an asset.
- Must have own transportation.
- Custodian training is an asset.
- First Aid certification.
- Knowledge of standard cleaning procedures, and handling chemicals and cleaning products.
- Operating cleaning equipment.
- Knowledge of the Workplace Hazardous Materials Information System or equivalencies
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Knowledge of basic material and equipment used in custodial work.
- Knowledge of cleaning solvents, soaps, waxes and other related chemicals used in custodial work.

- Strong verbal and written communication skills.
- Ability to do monthly inventories.
- Good health.
- Must be self -motivated.
- Must be reliable and able to work some weekends and after-hours.
- Frequent daily bending, stooping, reaching overhead, pushing, pulling, walking, standing, and lifting materials up to 50 lbs.
- High degree of professionalism and customer service oriented.
- Ability to work independently and under little supervision.
- Must be flexible.
- Must be willing to take further training when requested.
- Updated Criminal Record Check, Child Intervention Check and Driver's Abstract.

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

*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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