

OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: **SEPTEMBER 8, 2025**

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

Equipment Maintenance with the Ermineskin Neyaskweyahk Arena Department CLOSING: September 16, 2025

Under the direction of the Neyaskweyahk Arena Facility Manager, the Equipment Maintenance is responsible for a wide range of tasks related to the operations and maintenance of the Neyaskweyahk Arena.

Reporting Structure: The Equipment Maintenance will report to the Neyaskweyahk Arena Facility Manager.

Job Duties:

1. Install and maintain ice and ensure quality ice resurfacing.
2. Operate and maintain Zamboni and ice resurface equipment.
3. Monitor and record the operations of the arena refrigeration plant.
4. General light cleaning of washrooms, bleachers, and dressing rooms (mopping, disinfecting, and replenishing supplies).
5. Perform regular building checks as per schedule.
6. Perform basic building maintenance and repairs.
7. Provide quality customer service by answering questions, providing assistance with concerns, and directing public when requested
8. Ensure all procedures in the arena operations manual are implemented.
9. Keep the manager informed of issues affecting facility operations.
10. Maintain records but not limited to facility use, maintenance schedules, facility concerns, supplies needed, and other reports as directed by the manager.
11. Maintain and ensure safe work practices are observed for all tasks.
12. Make routine security checks and maintain order in the behavior of patrons.
13. Assist with inventory control, monitoring and recording.
14. Set-up tables, chairs and other items as required in rental contract specifications.
15. Ensure recreation equipment are maintained and stored in a safe, clean, efficient manner. Report and document unsafe and faulty equipment to Manager.
16. Assist with recreation programs in the summer season.
17. Other duties as required by the manager.

Requirements:

- Minimum of two (2) years of experience in arena operations and maintenance or equivalent Canadian Adult Education Credential (CAEC)
- Certification in the following areas: arena maintenance Zamboni, arena operator level 1 and 2, building maintenance level 1 and 2, and custodial care.
- Parks and sport field operator level 1 and 2 is an asset.
- Knowledge of materials, tools, and equipment used in janitorial and building maintenance.
- Mandatory drug and alcohol testing.
- Criminal record check including vulnerable sector check.
- Class 5 drivers' license and a clean Drivers Abstract.
- Interest or background in arena, recreation and sports trends
- Able to work shifts, evenings and weekends
- Acquire standard first aid/CPR certification, WHMIS and TDG certification.
- Ability to deal courteously and effectively with the public.
- Excellent interpersonal skills in communicating effectively with staff and the public.
- Must have own transportation.
- Good physical condition, ability to use tools, lift heavy objects, perform manual labor, and stand and walk throughout the day.

- Ability to be creative and adapt to change.
- Ability to work in and promote a team approach work environment

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

**Board Member with the Ermineskin Rural Electrification Association (REA) Board
CLOSING: September 16, 2025**

The duty of the REA Board members is to serve their community with recommendations, input, and review of various issues facing the Ermineskin Tribe, so that the Ermineskin REA can make the best decisions. The board members are representatives of the community, so they are also utility ambassadors to the community. Keeping the public informed about the utility’s mission, goals, policies and processes. The role of the Board includes: 1) Organization; 2) Program planning; 3) Goal setting; 4) Decisions concerning budgeting and financial management; and 6) Evaluation of programs.

DUTIES OF THE BOARD: In general: As a board member, you will understand the needs of your community. You will bring this awareness to the full board and be willing to guide Ermineskin REA in meeting those needs.

- a) Find out where there are unmet needs in your community.
- b) Gather input from the community about how to meet those needs.

Individual board members will attend board meetings and actively participate.

- a) Be prepared for meetings and read all materials provided.
- b) Be willing to ask questions-exercise healthy skepticism
- c) Be willing to make decisions.
- d) Become familiar with agency policies and procedures, organizational structure, decision-making processes, and parliamentary procedure in order to become an effective representative.

Board members acting as a team, set policies and goals for Ermineskin REA

- a) Be knowledgeable about Ermineskin REA operations and program delivery environment.
- b) Focus on important and long-range issues.
- c) Bring your experience and knowledge of your community to the table.

Board members will exercise fiduciary responsibility for Ermineskin REA.

- a) Develop a long-range financial plan.
- b) Review and approve the annual audit to ensure that money is spent responsibly.

Board members will play an active role in supporting the Utility manager

- a) Participating in the annual performance review

QUALIFICATIONS:

- 18. REA customer or live in a residence that uses REA services
- 19. Attend regular board meetings
- 20. Will serve a three (3) year term
- 21. Must have knowledge of bills and bill payment procedures
- 22. Must have reliable transportation
- 23. Read and review all documents issued before or at meetings
- 24. Required to be willing to devote personal time to workshops and unexpected meetings

Please Submit Application/Resume and updated Criminal Record Check.

**Senior Services Liaison with the Ermineskin Elders Centre Department
CLOSING: September 22, 2025**

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 Maskwac’s 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. Maskwacîs 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.
- Must have transportation and valid driver's license.
- First Aid and CPR Certification.
- 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
- 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 in the evenings and weekends when required.
- Sign and adhere to Oath of Confidentiality.

Please Submit Application/Resume, Copies of Certificates, letters of Reference, Driver Abstract and updated 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:

**Ermineskin Cree Nation
Personnel Department
Box 219
Maskwacîs, AB
T0C 1N0
Email: faith@ermineskin.ca**

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