



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** STAIRS Administrative Clerk (1 Full Time)  
**Department:** Social Development  
**Reports To:** Director of Social / STAIRS Case Manager

The STAIRS Administrative Clerk is responsible for providing support to the Case Manager and department along with assisting in providing career and employment counseling to promote employment and training opportunities for Indigenous apprenticeship clients.

### Responsibilities:

- Assist Case Manager with client admission applications and funding applications.
- Create, update and maintain clients' personnel files.
- Issue purchase orders for clients' tools, supplies and required clothing.
- Issue cheque requisitions for clients for educational institutions, government agencies and departments.
- Generate bi-weekly cheque requisitions for clients attending school and training programs.
- Responsible for collecting required information for students.
- Maintain relationships with schools to obtain pertinent information on STAIRS students.
- Participate in the METS/STAIRS Funding Committee.
- Co-Coordinate Membertou's Apprenticeship Program by providing support and guidance with clients of the Membertou Apprenticeship Program.
- Work closely with Apprenticeship Nova Scotia and their training officers to ensure all necessary training requirements are met.
- Communicate with employers in regards to Apprenticeship Work Placements as well as promote meaningful Apprenticeship work placements.
- Work with committees that deal with training, education and apprenticeship.
- Responsible for collecting required information for apprentices including registrations.
- Collect Apprentice hours to submit to Payroll on a bi-weekly basis.
- Ensure all apprentices follow training requirements for their trade and offer support, such as tutoring, as required.
- Assist in other related functions within the Social Department such as posting bills, purchase orders, special needs and other application forms that need to be filled out.
- Generate bi-weekly Social cheque runs as required.
- Assist in home visits.
- Assist welfare clerk with filing and posting.
- Take staff meeting minutes.
- Participate as backup QA Departmental Representative.
- Responsible for filling out the annual Heat Assistance Rebate Program (HARP) forms for our community members. Senior citizens are our main priority.

### Qualifications:

- Grade 12 Diploma or equivalent;
- Diploma/Certificate in Office Administration would be an asset;
- Experience with various computer software such as MS Office; and/or is willing to learn;
- Excellent oral and written communication skills;
- Must have good organizational skills;
- Ability to deal with the public.

*Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.*

**To Apply:** Submit your cover letter and résumé to:

Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5

Or via E-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, October 18<sup>th</sup>, 2024 at 4:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.*

*Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*