



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Indigenous Employment Officer (1 Full Time)
Department: Administration
Reports To: Executive Director

The Indigenous Employment Officer (IEO) is responsible for providing career and employment counseling to facilitate and promote employment and training opportunities for Indigenous clients.

Responsibilities:

- To assist Indigenous clients with job preparation and job search activities.
- To identify employment opportunities for clients.
- To facilitate local employment for major industry.
- To complete administrative functions to ensure that the employment program is compliant with the ISET Agreement.
- To identify training opportunities for clients.
- Case Management of clients.
- Adhere to the policies and procedures including those that relate to client safety, staff safety and risk management.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as requested by Executive Director.

For the complete job description of the responsibilities, knowledge, skills and personal attributes, please contact anyone at Human Resources located at the Band Office. This can be faxed, emailed, or can be picked up.

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

DEADLINE FOR APPLICATIONS: Friday, December 6th, 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.