



" JOB OPPORTUNITY "

2ND POSTING

TITLE: COMMUNITY WORKFORCE DEVELOPMENT OFFICER

STATUS: PERMANENT FULL-TIME

CORE FUNCTIONS:

Under the general direction of the Council of the Cree nation of Mistissini, but more specifically under the supervision of the Director of Community Development, the Community Workforce Development Officer shall be responsible for the overall implementation of by-law no. 215 - Awarding of Construction Contracts) and by-law no. 221 - Labor Standards in the Construction Industry or other by-laws relating to employment, training and human resource development; and the Community Workforce Development Officer shall also be responsible in identifying all available training fund sources and developing community wide proposals/projects relating to human resource development.

CHARACTERISTIC FUNCTIONS:

- Compiles, maintains and updates a community-wide list of local human resources by education, experience, specialties, qualifications and accreditation in collaboration with concerned entities;
- Ensures application and enforcement of by-law 215 - Awarding of Construction Contracts and by-law no. 221 - Labor Standards in the Construction Industry or other by-laws related to employment or human resource development;
- Promotes by-law no. 221 - Labor Standards in the Construction Industry or other by-laws to other local and regional entities to expand employment opportunities to the general public in our community;
- Acts as a liaison for the engagement of local resources within contracts issued by the Cree Nation of Mistissini;
- Works with local and regional entities to promote opportunities for local services;
- Identifies all available sources of funds for training and submits training proposals/projects related to community wide human resource development;
- Provides support services to ensure local human resources obtain the necessary training, apprenticeship programs and certification;
- Organizes occasional training programs aimed at improving existing local services;

- Assists existing enterprises/entities to improve use of local services;
- Assists and acts as resource person to the selection committee when required or necessary;
- May be required to represent the Cree Nation of Mistissini on certain committees at a local and regional level;
- Promotes and coordinates joint efforts between entities in regards to providing information on career and employment opportunities to the youth and general public;
- Conducts public sessions as to what trade skills and specialized works are required for upcoming short-term works and long-term projects;
- Keeps himself/herself informed on the community profile, containing population statistics, infra-structure, housing, businesses, health/social services, community services, etc.;
- Works in collaboration with departments to improve and increase employment growth;
- Ensures ongoing communication and collaboration with related departments, boards, entities in the field of training, employment and human resource development;
- Performs other duties as requested from time to time.

QUALIFICATIONS:

- College diploma in the field of Economics, Management or Administration;
- Minimum of secondary V or equivalent, post-secondary education will be considered as asset;
- Must be bilingual (English & Cree, Trilingual will be an asset)
- Excellent communication and writing skills required;
- Two (2) year experience in administration;
- Ability to perform work under stress and with minimum supervision;
- Must possess decision-making skills and research skills;
- Ability to maintain confidentiality;
- Ability to work as a team member;
- Valid driver's license;

SALARY SCALE: Job Class 4: \$41,699.00 TO \$62,548.00

DATE OF POSTING: April 11, 2018

CLOSING DATE: April 25, 2018

PLEASE ADDRESS ALL APPLICATIONS TO:

Andrew Neeposh
DIRECTOR OF HUMAN RESOURCES
Council of the Cree Nation of Mistissini
187 Main Street
Mistissini, Qc G0W 1C0

**ALL APPLICANTS MUST PROVIDE CERTIFICATES,
DIPLOMAS AND TWO REFERENCE LETTERS.**

Applications are to be forwarded to Cynthia Longchap, Interim Administrative Assistant to HR
or email administrativeassistanthr@mistissini.ca