



ADAMS LAKE INDIAN BAND
JOB POSTING
Community Career Coordinator
(Term Position)

NATURE & SCOPE OF WORK:

Under the director of the Health and Wellness Director, the Community Career Coordinator is responsible for performing employment support duties and responsibilities, specifically for Adams Lake Band Members, which includes working collaboratively with internal and external resource/referral partners to decrease the unemployment rate of the Adams Lake Indian Band.

POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Assists in the development of community resources, capacities, and services
 - Assisting employable clients to seek and secure work
 - Encouraging and facilitating the enrolment of recipients in training or education programs that will enhance employability
 - Meets with clients monthly to discuss their file
- Establishes and maintains sound working relationships with other band staff, department staff and representatives of other departments and agencies
- Assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and the community as whole by:
 - recommending to his/her supervisor and support team, ways and means to alleviate or resolve social problems in the community
 - organizing and participating in committees and task groups working towards the alleviation or resolution of social problems
 - assisting in the preparation of documentation for the work opportunity program and aboriginal income assistance recipient employment training initiatives, and assisting in the administration of approved projects as requested
 - participating in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position
- Maintaining efficient client management files, ongoing communication methods (email/phone calls, participating in staff meetings, etc.), as required.
- Other related duties as required

KNOWLEDGE AND SKILLS:

- Post-secondary education preferred
- 1-2 years' experience in a similar position
- Knowledgeable regarding income assistance program
- Experience in a First Nations environment, including familiarity with Indigenous Services Canada (ISC)
- Good verbal and written communication skills, including conflict resolution
- Excellent analytical and organizational skills
- Interpersonal skills and confidentiality in dealing with a variety of people
- Possess strong computer skills
- Reliability and dependability
- Ability to work in a team orientated environment and independently
- Flexibility is a must to adapt to changing work priorities

Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

Interested applicants please direct cover letter and resumes to:

Human Resources Department
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

This position will remain open until a suitable candidate is found

Only those short listed will be notified for interviews.