

# **HURONIA** Area Aboriginal Management Board

1043R 2nd Ave. East, Owen Sound, ON N4K 2H8

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## **JOB DESCRIPTION/POSTING**

### **HAAMB Skilled Trade Coordinator**

**Supervisor:** LDM Coordinator Stella Pilessey

**Hours of Work:** 35 Hours

**Salary:** \$ 26/per Hour

### **Role:**

Individual will be working under the authority of Huronia Area Aboriginal Management Board. Will be responsible for the implementation of the HAAMB Skilled Trade programs: pre-employment Safety Training; Certificate Carpentry program; four Training on the Job positions; Special Projects/Training/Apprenticeship programs to assist Indigenous people to improve their skills and secure employment in demanding Sectors. The project is specific to the HAAMB Skilled Trade program with starting date of early April 2021 to September 30, 2021 with the possibility of renewal to the end of December 31, 2021.

**Location of Position:** Saugeen or Chippewas of Nawash First Nation office location

### **Qualifications:**

1. Minimum requirement is some Post Secondary education or Grade 12 with specialization in project management essentials, employment and training, client case management, and some expertise relating to the position or acceptable combination of training, education and work experience.
2. Must have some work experience in directing and managing, supervising and evaluation of Apprenticeship type training programs and client case management.
3. Experience working with Indigenous communities and organizations (In regards to implementing special projects relating to employment and training with a strong emphasis on apprenticeships).
4. Direct work experience in project planning and implementation, developing project workplan and design, budgeting and organization of project specific tasks.
5. Willingness to travel in accordance with operational requirements.
6. Excellent communication skills verbal and written and digital.
7. Minimum 2 employment references.
8. Criminal Reference check.
9. Must have access to reliable transportation.

**Essential Duties:**

Under the authority of Huronia Area Aboriginal Management Board of Directors:

1. Implement the HAAMB Skilled Trade project workplan: Certificate Carpentry Program; Safety Training program; 4 Training on the Job positions.
2. Assist Indigenous clients who require employment and training assistance.
3. Maintain client file specific to the HAAMB Skilled Trade project.
4. Develop and implement the HAAMB Skilled Trade project; advertising; recruitment and screening of potential clients working in conjunction with educational institution involved; implementation of workplan objectives; budget monitoring; setting up project logistics: classroom rental and catering, scheduling and tendering transportation and bussing; setting up training on the job placements with employer partners.
5. Work with HAAMB staff to implement pre employment safety training.
6. Prepare and remit monthly narrative, project and client reports and budget to LDM Coordinator.
7. Maintain a high level of knowledge of employment and training barriers facing Indigenous people, Indigenous programs and services, and government programs related to Indigenous employment and training needs.
8. Work with HAAMB staff to ensure the objectives of the HAAMB Skilled Trade project is carried out in a timely manner and in accordance to the Funding Agreement workplan and budget.
9. Liaison with project clients and work with educational institutions and employers in addressing employment and training barriers to create a pathway to positive outcomes.
10. Willingness to undertake professional development training if necessary.
11. Must be available to Saugeen and Chippewas of Nawash First Nation communities.

**Application Procedures:**

Please forward your resume to and covering letter to email – Stella Pilessey at [ldmcoordinator@bellnet.ca](mailto:ldmcoordinator@bellnet.ca) or drop off at 1043R, 2<sup>nd</sup> Ave East, Owen Sound.

Posting Date: March 26, 2021

Closing: April 7, 2021 @ 4:30 pm.

For detailed job description, please contact LDM Coordinator Stella Pilessey at the above number.

We wish to thank all those who have applied, however, only those selected for an interview will be contacted. Please ensure your application is received on time.

**PERONS OF INDIGENOUS BACKGROUND ARE ENCOURAGED TO APPLY.**