



La Loche Friendship Centre in Cooperation with  
Clearwater Clearlake Metis Region is seeking a



## UPIP Employment Coordinator

6 Month Contractual position starting July 15, 2019 to January 15, 2020

**Qualifications:** must have a minimum Grade 12 education level and preferably have a related diploma or a combination of preferred work history and experience. Candidate will also be a self starter and require little supervision. Must be able to prepare reports and follow budgets.

### **Responsibilities may include but not limited to:**

- interviewing people one to one or in small groups to discuss career or education options;
- identifying skills gaps and how to deal with them;
- helping people to draw up action plans for employment, education and training and supporting them to achieve these goals;
- assist with cultural programming and events such as Youth culture camps and Palmbere Days as the lead coordinator.
- providing assistance with resume writing, applications, job hunting and interview techniques;
- running small group sessions or larger presentations on all aspects of careers work and topics related to personal development;
- helping people to understand the current job market;
- liaising and negotiating with other organizations on behalf of people;
- be able to do administrative tasks, such as recording interactions with and tracking clients;
- using computer-aided guidance packages, skills assessment tools, career planners and personal inventories;
- planning and organizing careers fairs
- managing a caseload of clients
- Training and travel will be provided – Provide monthly reports to the affected boards.

**This is a six month 140 hours minimum contractual term position from July 15, 2019 to January 15, 2020. Wages to be \$5,000 per month, vehicle travel to other communities will be required and mileage compensation will be provided also along with necessary training if needed.**

**Submit Applications with a resume and three work related references to Leonard Montgrand, Executive Director, La Loche Friendship Centre: phone 306-822-2606, email: leonardmontgrand@yahoo.ca. Must also submit a criminal record check along with a drivers abstract as maybe required to transport clients. Applications due by July 10th, 2019 @ 4:00pm. Only selected applicants will be contacted for an interview.**

**For more information about this position contact Leonard Montgrand. For information on the La Loche Friendship Centre check our website [www.lalochefc.com](http://www.lalochefc.com)**