



# OCHAPOWACE

## Employment Opportunity

Ochapowace Nation is now accepting resumes for the following position:

**POSITION:** Employment Officer  
**CLASSIFICATION:** Permanent Full Time Position  
**JOB SUMMARY:**

The Employment Officer is an Administrative support position under the Administration office and Human Resources department. The Employment Officer will report directly to the Director of Operations on a monthly basis. He or she will be responsible for implementing the labor force development policy under Saskatchewan Indian Training Assessment Group (SITAG) in addition to employment counselling; Ensuring that the employment needs of the Ochapowace Nation members are met. He or she will provide statistical information in regards to student and employment information, provide interview preparation, resume writing, monthly itinerary, travel itinerary and program development. Program development will include surveys to identify needs, meeting with Employers to identify training and employment opportunities for Ochapowace citizens. The successful incumbent will be responsible for searching and applying for grants, establishing meeting schedules with band members and students as well as establishing a schedule for case management and regular career counselling sessions.

### QUALIFICATIONS:

- Must have a Certificate from a recognized institution in Business Administration, Accounting or related field with one (1) year related experience in career and employment counselling preferred.
- Demonstrate an understanding of employment programs, and be familiar with employment/training institutions and professional associations.
- Must be able to establish a positive rapport with band members, students and other affiliates;
- To have a working knowledge of First Nation Employment issues would be a definite asset.
- Computer software knowledge in a financial environment, Microsoft office and databases.
- Excellent communication skills both oral and written.
- Procurement, research and negotiation skills is required.
- Must possess a valid driver's license and a dependable vehicle.

Criminal Record check and volunteer drug screen must be submitted with application or at time of interview. No exceptions.

**Salary and Benefits are based upon qualifications and experience.** Please **FORWARD** resumes with three (3) REFERENCES to the following:

**Human Resource Department**  
**Ochapowace Nation**  
P.O. Box 550, Whitewood, Saskatchewan S0G 5C0  
Tel: (306) 696-2425/Fax: (306) 696-2426  
Michelle.delorme@ochapowace.ca

**DEADLINE** for resumes shall be **NO LATER** than **4:30 p.m., Nov 8, 2017**  
**Only candidates selected for interview will be contacted.**