



Songhees Nation Job Posting

Permanent full-time position

JOB TITLE:	Employment and Training Program Assistant		
Reports to:	Director of Education	Salary Scale:	\$23.00 per Hour
Department:	Education	Deadline:	Until filled

POSITION SUMMARY:

Under the direction of both the Director of Education and the Employment and Training Program Coordinator, the Employment and Training Program Assistant will aid in the processes of providing services to those who are seeking Employment and Training opportunities. The Assistant will support all of the administrative work as well as assist in the facilitation of workshops and certification classes. In addition, the Assistant will help clients with the creation and development of resumes. This position also requires that the assistant supports the coordinator with quarterly reporting and file maintenance.

KEY RESPONSIBILITIES:

- Assist with collection of client information.
- Supporting clients with a completing a variety of forms and applications.
- Proof-reading forms and applications to ensure accuracy, ensuring all required documents are attached.
- Inform the Coordinator on any known client history.
- Assist with obtaining work gear etc. for clients.
- Developing case notes, filing and file maintenance.
- Assist in quarterly reporting, ensuring accuracy.

REQUIRED EDUCATION AND EXPERIENCE:

- Completion of Grade 12
- 1 year experience in Employment and Training support work, or other equivalent experience.

OTHER SKILLS AND ATTRIBUTES:

- Strong attention to detail and able to follow directions.
- Proficient with entire Microsoft Suite.
- Exemplary organizational skills and Excellent time management skills.
- Practices and up holds the highest level of confidentiality and can remain diplomatic.

Additional requirements:

- Valid British Columbia driver's license and access reliable transportation considered an asset.
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Must be fully vaccinated for Covid-19.

Only candidates selected for an interview will be contacted.

Songhees Nation is committed to increasing the number of members working for the Nation.

Hiring preference will be given to qualified candidates who are Songhees Nation members.

Please send resumes to: Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com