

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

Title:	Apatisiwin Career Developer
Created:	
Revised:	
Approved:	

- A. IMMEDIATE SUPERVISOR:** Program Lead
  
- B. SUPERVISION:** Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors of the Centre and under the supervision of the Executive Director or designate.
  
- C. OBJECTIVE OF JOB:** To ensure the effective and efficient delivery of the Apatisiwin programs and services to Indigenous people within the catchment area.
  
- D. AREA OF RESPONSIBILITY:** To support and prepare Indigenous people in attaining their employment and training goals through funded and non-funded program interventions. Develop or further enhance contacts within the community that will support the OFIFC Apatisiwin program and participants.

**E. JOB SPECIFICATIONS:**

Employment Counseling

1. Collaboration with the Employment Counsellor to understand the goals of Apatisiwin clients' employment action plans. This includes having a working knowledge of client eligibility and availability for job placements and opportunities, and updated information on clients' Action Plans to determine how to best engage with local employers/industry.
2. Assess the employment assistance needs of the participant and determine the appropriate intervention for them (utilize information from intake form, resume and letter of request).
3. Compile information when developing an action plan for the participant.
4. Be familiar with occupational and other labour market information, regarding the nature of the occupations, occupational requirements, vocations, apprenticeships, entrepreneurship, and guidance material pertaining to employment related legislation/regulations.
5. Participant advocacy with other ASETS, Indigenous agencies, non-Indigenous agencies, government, etc.

Relationship Building

1. Experience with job creation and client placements.
2. Activities to increase and diversify the local employer network.
3. Promote the Apatisiwin program in the local community.

4. Network and partner with other Friendship Centres/Delivery Sites, Indigenous organizations, employers, employment agencies, etc., related to employment and training matters.
5. Increase community awareness of the Apatisiwin Program by developing and designing program promotion material.

#### Knowledge of Apprenticeships and Postsecondary and Training institutions

1. A working knowledge of available pre-apprenticeship programs and available apprenticeship programs.
2. Establish and/or foster relationships with local colleges, universities, private career colleges and other training institutes to support client placements.

#### Program Interventions

1. Work in coordination with the Employment Counsellor to ensure that participant needs are being met.
2. Being familiar with the Apatisiwin Program intervention manual.
3. Assist participants to assess and select Apatisiwin Program Interventions or other programs which will promote the achievement of their employment goals.
4. Prepare contracts for approved interventions.
5. Adhere to all intervention terms and conditions.
6. Market participants to employers when appropriate.
7. Conduct participant and employer follow-ups to ensure interventions are complete or still in progress.
8. Work with related program staff to continually identify training needs within the community and to assist in developing methods to address those needs.
9. To administer general employment services to participants – resume and cover letter preparation, interviewing techniques, training plan development, referrals, application assistance, workshops, access to a job board, resource materials, etc.
10. To input participant information on IDB quarterly reports (statistical, narrative, and pertinent financial).

#### Workshops and Presentations

1. Coordinate and facilitate workshops/presentations on employment related topics, in collaboration with the Employment Counsellor or independently.
2. Promote workshops/presentations to increase participation.
3. Plan and coordinate logistics for workshops (venue, meals, accommodations, etc.).
4. Evaluate workshops and presentations to support future planning.

#### Reporting

1. Inputting information from participant's intake form into IDB.
2. Track participant financial information records and reconcile with finance office and record on IDB monthly.
3. Maintenance of database.
4. Inputting statistical data from workshops/presentations into IDB.
5. Track drop-in participants and non-funded participants.

## Administrative Duties

1. Exercise confidentiality of participant information as per Privacy Act.
2. Maintain participant files in a locked filing cabinet.
3. Increase community awareness of the Apatisiwin program by developing and designing program promotional material.
4. Develop and maintain employer and participant contact lists.
5. Participate in Apatisiwin training sessions.
6. Understand terms and conditions of the Apatisiwin program.
7. Be familiar with all Apatisiwin forms.
8. Be familiar with all Apatisiwin policies and procedures.
9. Performs other related duties as assigned.

## **F. QUALIFICATIONS:**

- Relevant post-secondary education in the field of employment/training.
- Knowledge and experience in community development.
- Superior written and oral communication skills.
- Proven experience/knowledge in the area of employment and training initiatives.
- Ability to work one-to-one or with groups.
- Must have superior computer knowledge.
- Must have past experience in coordinating/facilitating workshops and presentations.
- Must have knowledge of employers and education facilities in Fort Frances and surrounding area.
- Must have experience in report writing.
- Preferred experience in Indigenous culture and knowledge.
- Must provide a Criminal Reference Check prior to employment.
- Must possess a valid Class G driver's license and access to a vehicle.

(Revised Sept 2017)