

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Post-Secondary Education (PSE) and Aboriginal Skills and Employment Training Strategy (ASETS) Coordinator
Department:	Education
Supervisor:	Manager, Education and Training
Date:	December 2015
Status:	Full Time
Classification:	Level 5

JOB SUMMARY

Reporting to the Manager of Education, the Coordinator is responsible for administering the Aboriginal Skills and Employment Training Strategy – ASETS Sub-Agreement for CYFN and to administer the First Nation of Na-Cho Nyak Dun Post-Secondary Education programs. This includes following policies and operational plans for training development and employment opportunities for citizens of NND. The position is also responsible for developing training strategies, developing proposals for funding, marketing programs and projects, budget management, Contact 4 maintenance, target reports, educational and return to work plans and working closely with the Administrator (CYFN) by maintaining liaison with businesses, agencies, organizations, Federal, Territorial and private sectors to create training and employment opportunities for First Nation members.

DUTIES

Position duties require knowledge of training and educational institutions and programs available within the Yukon and Provinces, of education and training practices and procedures and principles and of education and training issues affecting First Nations people.

MAIN DUTIES

- Prepares budgets for PSE and ASETS including ensuring that client files are maintained to the appropriate standards as set out by the funder(s) and NNDFN policies
- Provides advisory and technical services to support education completion rates and entry or re-entry into the workforce including assisting with EI and EI training funds applications
- Plans and prepares training development strategy, marketing for programs, employment work skills workshops
- Makes recommendations regarding funding, education, community and staff (those who are NNDFN Citizens) training
- Writes proposals
- Works on monthly living allowance and travel allocations for Post-Secondary Students.
- Distributes dollars to parents of NNDFN children for school supplies for K-12
- Liaisons with training institutes and employment agencies and/or their respective committees as may be required or requested
- Provides monthly reports to the Manager and reports to the funder as required by sub-agreements

- Liaisons with other PSE and ASETS Coordinators as well as NNDFN Departments to assist with employment and training requirements
- Keeps current on trends in employment and education and maintains a library for the program
- Responsible for overseeing work projects related to the position such as the Summer Student Program.
- Responsible for maintain financial reporting for agreements and to ensure proper documents are completed for clients.

SKILLS AND QUALIFICATIONS

Knowledge and skills are typically acquired through completion of a diploma in Personnel Management or Business Administration or FN management/Education or/equivalent combination of education, training and experience working with First Nations in training and employment, or human resources management. Must have good MS office software, and a working knowledge of budgeting, report writing and awareness of local and regional workforce and economy including a good knowledge of NNDFN culture and traditions.

Good planning, organizational, communications and research skills are required. Good interpersonal skills are required to coordinate program initiatives, negotiate agreements with employers and agencies, and obtain maximum cooperation and participation from members and other agencies.

OFFICE SYSTEMS EQUIPMENT

The employee must have standard computer skills including Contact 4, Windows, internet, E-mail, word processing, and Excel. Position duties require working knowledge of general office procedures, filing, and word-processing and database management. Good organizational skills are essential as well as the ability to use a wide variety of office equipment.

DECISION-MAKING

Goals and objectives for the position are established by the Manager and the work of the position is assigned. Problems are of a recurring nature and solved by reference to standards and precedents. Supervisor is available for more complex problems. The work of the position will be conducted in accordance with established laws, policies and procedures. Independent judgment is accepted within policy and procedures in re-occurring situations. This position has no signing authority.

IMPACT/ACCOUNTABILITY

The work of the position is primarily facilitative in nature; however, the work of this position directly impacts the effectiveness of the Department's management plans, programs, activities, boards, committees, policies, proposals, etc., and therefore has a direct impact on the overall mandate of NND. The incumbent is fully accountable to the Manager for the overall achievement of management goals and plans.

WORKING CONDITIONS

Interruptions occur often. Some concentration is required in performing duties under deadline. The incumbent responds to the requirements of all unit staff. Due to the expectations associated with the position, the incumbent may often have to deal with angry and emotional individuals or individuals under the influence of alcohol/drugs. The employee may occasionally have to work overtime and respond to "emergencies".

CONDITIONS OF EMPLOYMENT

Position requires confidentiality, empathy, tact, diplomacy, flexibility and discretion. A valid Class 5 Yukon Driver's License is required along with an annual driver's abstract. All NNDFN personnel policies and associated signatory forms apply. Employee must have no criminal record as it relates to the position.

POSITION APPROVAL

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Roberta Hager
Manager, Education and Training

Date

Ronalda Moses
Manager, Human Resources

Date

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I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Krista Patterson

Date