





## **Career Opportunity: Prevention Program Officer**

---

with high-risk children and youth by organizing activities during special community events.

- Liaise, as required, with SNAP for Schools or other model program developers, to ensure high quality program implementation.

### **Administrative Responsibilities**

- Ensure teachers, guardians, and other stakeholders have completed any informed consent forms for participation in programs.
- Complete standardized tests on higher risk children to determine proper case plan.
- Enter data into any department case management database.

### **Reporting Responsibilities**

- Complete standard reports that are required for any licenses for programs employed in Eeyou Istchee.
- Provide quarterly reports to Coordinator on activities and programs delivered.
- Maintain and populate program database.

### **Other Responsibilities**

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### **Education**

- College diploma in Social Work or related field.

### **Experience**

- Three to five years of relevant work experience.
- Experience working with at-risk youth populations.

### **Language**

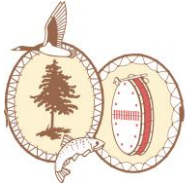
- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.

### **Knowledge and Abilities**

- Good knowledge and understanding of Cree culture, customs and history.
- Customer-focused and service-oriented.
- Good empathy and listening skills.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Proven organizational skills and presentation skills.
- Strong judgment and proven ability to problem-solve.
- Proficiency in Microsoft Office products.

### **Additional Requirements**

- Typical office setting where there are no unusual physical demands.



## Career Opportunity: Prevention Program Officer

---

- Willingness to work irregular hours occasionally.
- Must agree to undergo a background check.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### Application Period

From February 18, 2021 to March 5, 2021

### Application

Your application must be sent by email with the competition number: **JCSD-210207-3**

Valerie Mianscum  
Recruitment Officer  
Email: [hr@cngov.ca](mailto:hr@cngov.ca)  
Tel.: 819-673-2600