

Job Posting

Career Opportunity: Manager of Apatisiwin Skills Development Services

Department: Apatisiiwin Skills Development Services

Salary Grade 8: (Min.\$74,156.00 - \$98,998.00)

Location: Mistissini

Status: Permanent

Core Functions

The Manager of ASD Services is responsible for implementing, coordinating, and administering regional and community services in order to develop and enhance Cree employment in Eeyou Istchee.

Functional Responsibilities

- Develop, implement, and coordinate the delivery of services in alignment with the objectives established by the department.
- Coordinate all activities related to programs on a local and regional level.
- Evaluate programs and services, and their delivery, to ensure objectives and client needs are adequately met; keep abreast of new and innovative programs and/or service delivery models developed elsewhere, and propose modifications and improvements to the Director, as needed.
- Research and identify additional funding sources for services as well as prepare proposals when applicable.
- Develop, implement, and administer ASD Policy and Procedures (Guidebook).
- Plan and organize the services monitoring and results-measurement activities.
- Assess and approve extension/modification of services requested by a client on allowance file, in accordance with the approved budget.
- Engage with key stakeholders, including other regional entities and the communities, in identifying trends, issues and other initiatives to be incorporated in plans to address the outcomes at the regional level.
- Foster partnerships with training and education institutions on the territory to better address training and development needs of clients.
- Promote ASD services and special initiatives.

Interaction/Communication Responsibilities

- Work in collaboration with the Director in the preparation of agendas for all Apatisiwiin and Skills Development Advisory Committee (ASDAC) meetings.
- Oversee and coordinate the preparation of the ASDAC meetings, including issuing a notice and ensuring that all documentation is prepared.
- Participate in the department's internal management and review committees.
- Participate in various Committees in the region as a representative of the department.
- Liaise frequently with regional organizations to ensure that services are developed adequately meet to their needs.
- Coordinate the Labour Market Survey.
- Support the department during negotiations with federal and provincial governments.
- Inform and advise the Director on operation-related local services.



Career Opportunity: Manager of ASD Services

Administrative Responsibilities

- Oversee the use of the Cree Nation Government Information System and advise with recommendations to improve its use.
- Assist the Director in the preparation of the Annual Operation Plan and the Annual Report.
- Assist the Director in the production of quarterly activity reports to funding authorities.

Budgeting/Funding Responsibilities

- Work with the Financial Adviser on the monitoring of the budget of programs, travel, and any expenses related to unit activities.

Managerial Responsibilities

- Supervise and lead direct reports.
- Assist with development of team objectives, as well as individual objectives for direct reports by ensuring that performance is aligned with those objectives. Ensure that supervisors within team are establishing objectives that are in alignment with departmental objectives, in collaboration with the Department Director.
- Identify training needs, recommend solutions, and support training and development.
- Conduct periodic performance evaluations for direct reports and assist supervisors through formal performance evaluations and regular one-on-one meetings.
- Promote ongoing, effective, and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.

Other Responsibilities

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

Qualifications:

Education

- Bachelor's Degree in Business Administration or related field.

Experience

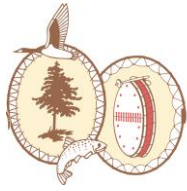
- Five to eight years of relevant work experience.
- Experience with staff supervision.

Language

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

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.
- Proven ability to be discreet and maintain confidentiality.



Career Opportunity: Manager of ASD Services

- High attention to detail and accuracy.
- Strong organizational skills and the ability to manage multiple projects.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel frequently.

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 January 25, 2022 to February 9, 2022

Application

Your application must be sent by email or fax with the competition number: **ASD-220110-1**

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