

# OPPORTUNITIES

The following positions are available within Ermineskin Cree Nation

Updated: **AUGUST 12, 2022**

## **Position(s) with Department and Closing Date: Description, Requirements and Qualifications:**

### **I.T. Security Analyst with the Ermineskin I.T. and Communications department**

**CLOSING: August 15, 2022**

The security analysts design and implement security systems to protect a company or organization's computer networks from cyber-attacks, and help set and maintain security standards. You will monitor the computer networks for security issues, install security software, and document any security issues or breaches you find.

#### **Responsibilities:**

- Monitor computer networks for security issues.
- Investigate security breaches and other cybersecurity incidents.
- Install security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.
- Document security breaches and assess the damage they cause.
- Work with outside security professionals to perform tests and uncover network vulnerabilities.
- Fix detected vulnerabilities to maintain a high-security standard.
- Stay current on IT security trends and news.
- Develop company-wide best practices for IT security.
- Perform penetration testing.
- Help colleagues install security software and understand information security management.
- Research security enhancements and make recommendations to management.
- Stay up-to-date on information technology trends and security standards.

#### **Requirements:**

- Bachelor's degree in computer science or related field.
- Recognised Cyber Security credential eg. CISSP
- Experience in information security or related field.
- Experience with computer network penetration testing and techniques.
- Understanding of firewalls, proxies, SIEM, antivirus, and IDPS concepts.
- Ability to identify and mitigate network vulnerabilities and explain how to avoid them.
- Understanding of patch management with the ability to deploy patches in a timely manner while understanding business impact.
- Must have Valid Driver's License and Transportation.
- Proficient communication skills.
- Energetic, confident, trusting, open minded and relatable character.
- Must be self-motivated, assertive, organized and literal.
- Must be comfortable interacting and dialoguing within a group or individual setting.
- Must have the ability to meet deadlines, efficient time management.
- Flexible schedule, ability to report on activities and events within the community and work overtime; including some evenings, weekends, and holidays.

**Please submit your complete application/resume, updated criminal record check and copies of Certificates.**

### **I.T. Support Specialist with the Ermineskin I.T. and Communications department**

**CLOSING: August 15, 2022**

IT support specialists provide organizations with information technology support to optimize operational efficiency. Their duties include resolving technical issues, maintaining hardware and software installations, and improving IT systems. They may also be required to provide IT support to customers. We are looking for a highly capable IT support specialist to provide technical assistance to our staff. In this role, your duties will include ensuring optimal use of our hardware and software technologies, enhancing system performance, and securing data. You will also be required to advise on IT equipment upgrades. You should possess

extensive experience in providing information technology support in a fast-paced environment. Top-notch IT support specialists contribute to increased productivity by ensuring that company IT systems run efficiently.

**Responsibilities:**

- Consulting with IT Director and other departments as required.
- Providing IT assistance to staff and customers.
- Training end-users on hardware functionality and software programs.
- Resolving logged errors in a timely manner.
- Monitoring hardware, software, and system performance metrics.
- Updating computer software as well as upgrading hardware and systems.
- Maintaining databases and ensuring system security.
- Documenting processes and performing diagnostic tests.
- Keeping track of technological advancements and trends in IT support.

**Requirements:**

- A bachelor's degree in computer science, information technology, or similar.
- A recognised I.T. industry certificate such as MCSE, CCNA.
- 5+ years of experience as an IT support specialist.
- Exceptional ability to provide technical support, hardware and software troubleshooting and resolve queries.
- In-depth knowledge of computer hardware, software, and networks.
- Ability to determine IT needs and train end-users.
- Experience in documenting processes and monitoring performance metrics.
- Advanced knowledge of database maintenance and system security.
- Ability to keep up with technical innovation and trends in IT support.
- Exceptional interpersonal and communication skills.

**Please submit your complete application/resume, updated criminal record check and copies of Certificates.**

**Custodian/Janitor with the Ermineskin Property Management department  
CLOSING: August 15, 2022**

The Custodian will be under the supervision of the Property Management manager and will be responsible for keeping the building interiors clean and in an orderly condition. The duties will be carried out from 8:30 a.m. to 4:30 p.m. The custodian will perform heavy cleaning duties such as cleaning floors, sweeping and mopping. Maintaining the cleanliness of washrooms daily, dusting all furniture and light fixtures, washing walls, glass, windows, removal of garbage and any other duties as required. The incumbent will report to the manager of any repairs and supplies when needed.

**Hours of Work:** Monday to Friday (excluding every second Friday) from 8:30am to 4:30pm total of sixty-three (63) hours bi-weekly, must be the one to arrive first and the last to leave.

**Job Duties:**

1. Spot-check every room upon arrival at work.
2. Dust offices, and sanitize all surfaces on regular basis.
3. On a regular basis wash all glass, mirrors and walls in reception area, hallways, and washrooms.
4. Vacuum the office rugs on regular daily basis.
5. Shampoo office rugs once (1) a month.
6. Wash floors daily and strip and wax at least once a month.
7. Maintain washrooms on a regular basis; this includes sanitizing wash basins, disinfecting toilets and garbage removal. Monthly deep cleaning of washrooms such as sanitize in and around toilet, wipe the walls, scrap and wash sink area and floor around toilet.
8. Replace washroom tissue, paper towel and soap dispensers when necessary.
9. Collect garbage/rubbish from all offices/rooms on a daily basis.
10. Submit a list of supplies/products when needed.
11. Refrain from disturbing or removing any personal items or other property within offices, desks, and surrounding area.
12. Transport garbage from the building to the sanitary landfill site when needed.
13. Pick up garbage outdoors in front of the building when needed.
14. Perform other duties as requested by the EPM manager.

**Job Qualifications:**

- Minimum of Grade 10 or GED
- Minimum 1 year experience in the operation and maintenance of buildings
- Maintenance training/certification as asset
- Safety Tickets WHMIS, TDG, H2S

- First Aid
- Must be self-motivated
- Time Management
- Communicate effectively both orally and written.
- Adhere to Oath of Confidentiality
- Submit criminal record check and copies of certificates

**Please submit your complete application/resume, updated criminal record check and copies of Certificates/Safety Tickets.**

## **Two (2) Program Aid/Drivers with the Ermineskin Arena, Parks and Recreation department**

**CLOSING: August 15, 2022**

Under the direction of the Arena Parks and Recreation Manager, the Program Aide -Driver will assist the programmer with all levels of program implementation and provide assistance to staff in a variety of areas and functions.

### **Reporting Structure**

The Program Aide-Driver will report directly to the Arena Parks and Recreation Manager.

### **Job Duties:**

- Assist Programmer with implementing programs and program delivery.
- Supervise and assist youth registered in programs and when they are present in the facilities.
- Assist facilitators or instructors with program delivery (supervising, picking up supplies, picking up snacks, etc.).
- Clean areas after the completion of programs.
- Set up and take down after programs.
- Clean recreation vehicle after each use and complete vehicle log books.
- Assist with maintaining and storing equipment and supplies.
- Responsible for sanitation and cleaning of equipment and supplies after use.
- Implement recreation policy and procedures.
- Assist with program partnerships as required.
- Assist with monitor and control of equipment and inventory supply.
- Assist with the arena staff when requested.
- Assist with basic maintenance and clean-up of park areas and facilities.
- Assist ground maintenance staff when requested.
- Assist with custodial duties and with cleaning the weight room/gym area.
- Attend meetings when requested by Manager
- Perform other related duties as requested by Manager.

### **Requirements:**

1. Grade 12 or equivalent GED.
2. Experience working with youth of all ages and with youth programming.
3. A member of the Alberta Recreation Parks Association is an asset.
4. Custodial care training is an asset.
5. Mandatory drug and alcohol testing.
6. Clean criminal record check including vulnerable sector check.
7. Class 5 drivers' license and a clean driver's abstract. Class 4 drivers' license is preferable.
8. Interest or background in recreation and sports.
9. Coaching or leadership training and experience is an asset.
10. Excellent verbal and written communication skills.
11. Basic computer skills.
12. Must be bondable.
13. Able to work shifts, evenings and weekends.
14. Must have patience, positive attitude and comfortable working with youth of all ages.
15. Must acquire a current standard first aid and CPR certification.
16. Must have own transportation.
17. Knowledge of recreation trends.
18. Ability to work in and promote a team approach work environment.
19. Ability to be creative and adapt to change.
20. Good physical condition and able to stand and walk through-out the day.
21. Able to use tools, lift heavy objects, and perform manual labor

**Please submit your complete application/resume, updated Clean Criminal Record Check, Vulnerable Sector Check, Driver Abstract and copies of Certificates.**

## **Neyaskweyahk Sub Division & Band Units Administrative Assistant with the Ermineskin Property Management department**

**CLOSING: August 22, 2022**

Under the direction of the Neyaskweyahk Sub-Division & Band Units Coordinator, the incumbent shall assist to oversee and coordinate the administration, maintenance, operation and improvement of the Sub-Division and Band Units (On and Off Reserve). The incumbent will also represent the interests of the Sub-Division and Band Residents (On and Off Reserve).

### **JOB DUTIES:**

1. Responsible for all administrative functions that pertain to the Band Residents (On and Off Reserve).
2. Build and maintain Good Tenant Relations and Communications.
3. Prepare and administer Unit Agreements and other Contractual Agreements pertaining to the Units.
4. Maintain an accurate Inventory and Record of all Units both Vacant and Occupied.
5. To acquire, develop and utilize a Housing Database and Records System for management, planning and reporting.
6. Ensure that Units are properly maintained and Comply with Housing Codes.
7. Arrange for Pre and Post Unit Inspections (with assistance from Carpentry Maintenance Worker) as they apply to the Move In/Move Out Stage.
8. Prepare an Annual Sub-Division Plan and make Progress Reports to the EPM Manager, Housing Committee and Council Portfolio.
9. Arrange and coordinate Quarterly Meetings with Sub-Division Residents.
10. Prepare Monthly Program Statistics and Quarterly Reports.
11. Look after Housing Committee Minutes, Motion Registry and Meeting Agendas.
12. Handle Tenant Complaints, Grievances and Concerns.
13. Serve Notices (Letter of Warning, Evictions, etc.) to Tenants when required.
14. Assist new Tenants with handling change over on Units.
15. Liaise and maintain Positive Working Relations with Departments and Agencies as it relates to the Sub-Division (i.e. – Elders Centre, Social Services, Security, Tribal Services, Children Services, Technical Services, NEP, HUB & RCMP).
16. Adhere to Neyaskweyahk Housing Policies, Sub-Division Policies and Tribal Bylaws.
17. Deal with the Sub-Division and Band Residents (On and Off Reserve) Concerns such as Security, Drug Dealers, Vicious Dogs, Vandalism, Yard Fencing, Street Lighting and Surveillance System in accordance with Policy, Regulations, RCMP and Bylaws.
18. Attend and participate in the Neyaskweyahk HUB Committee Meetings, Initiatives and Training.
19. Develop Off Reserve Housing Policies (Homes in Wetaskiwin County, Usona, Buck Lake and Smallboy Camp) in Partnership with Neyaskweyahk Group of Companies Incorporated (NGCI).
20. Create and manage Work Orders for Service Calls when EPM Service Clerk is away (Band Member requests and emergencies).
21. Create Documents and Forms (when required) for Service Calls, Inspections, etc.
22. Perform all other duties as assigned by EPM Manager.

### **JOB QUALIFICATIONS:**

- Must have Administration Professional Certificate
- Minimum of 2 year office experience
- Possess Supervisory or Management experience.
- Must Adhere to Oath of Confidentiality
- Must have Drivers' License & Reliable Transportation
- Must be Self-Motivated, Punctual, Responsible and able to take Direction
- Must have High Level of Computer Skills and Knowledgeable of Computer Programs (Excel, Word, Publisher, Outlook and One Note)
- Must be Able to Type 50 Words a Minute
- Must have Ability to Transcribe Meeting Minutes
- Must be Knowledgeable of Filing – Alphabetical, Numerical, Electronic
- Must be Able to Work with Minimum or No Supervision
- Must Possess Good Stress & Time Management Skills

- Must be Flexible to work longer hours when needed
- Work Well with Others and is a Team Player

**Please submit your complete Application/Resume, Updated Criminal Record Check and copies of Certificates.**

## **Septic Truck Operator Assistant with the Ermineskin Property Management department**

**CLOSING: August 22, 2022**

Under the direction of the EPM Manager and the Septic Truck Operator, the Septic Truck Operator/Assistant is responsible for assisting in carrying out the day-to-day duties as assigned for the safe disposal of septic waste from the ECN Citizen homes. The Septic Truck Operator/Assistant reports directly to the EPM Manager (during absence of the Septic Truck Operator) and should carry out all of the same related duties. They should also keep the EPM Service Clerk informed during this time of any work related matters and issues which may require her attention.

### **RESPONSIBILITIES:**

The Septic Truck Operator must adhere to the Ermineskin Cree Nation's Personnel Policy, Tribal By-Laws, and Financial Custom-law.

### **JOB DUTIES:**

The Septic Truck Operator Assistant shall carry out all the same duties as the Septic Truck Operator as follows:

1. Inspect and carry out daily maintenance checks on the Septic Truck such as inspecting brakes, tires, lights, and horns before leaving the Ermineskin Property Management building.
2. Check the vehicle to ensure it is refuelled and in safe driving condition, following local highway safety regulations.
3. Wash and clean interior and exterior of Septic Truck at least once every two weeks.
4. Prepare an inventory of supplies and/or materials as needed, as well as a year-end inventory of vehicles, equipment, and supplies.
5. Check weekly schedule and work orders to determine daily schedule.
6. Ensure all equipment (for truck and septic systems) and materials are in working condition, including valves, hoses, oil, and caps, and report parts for replacing (e.g. lids and collars).
7. Attend to sewer backup needs by first assessing location of and access to septic tank, determining easiest route. Be aware of mud, snow, condition of driveways, and power lines. It is the driver's responsibility to inquire with Building Project Assistant regarding conditions of location.
8. When providing septic service, pull the lid and make sure the pump is working. If it is not working, get the EPM Plumbers to plug in an extension cord to see if the problem is electrical. Plug pump into the house to see if the pump itself is in working order.
9. Obtain homeowner's signature (of proof of work completed) and identify the number of people living in the house, fill out service worksheet as provided.
10. Obtain plumber, electrician, or contractor's signature, if on site.
11. When attending to a sewer backup call, the homeowner's basement must be viewed to confirm required services.
12. Ensure proper procedures are followed when cleaning septic tank, including adherence to safety rules and regulations, and informing substandard work conditions on the form.
13. Utilize the Septic Truck that has specialized equipment that gathers and disposes residential waste to the Ermineskin Lagoon (Truck takes up to four homes).
14. Ensure hoses are clean and truck is empty at the end of the day, adhering to proper procedures. Clean Septic Truck once a month.
15. Contact Ermineskin Property Management Service Clerk (verbal and written) of any electrical and/or plumbing work needed in Tribal Citizen homes stemming from service calls made and provide her a copy of the Work Sheets for same.
16. Prepare Weekly Service Call Forms and submit completed copies to EPM Service Clerk.
17. Make requests for purchase orders for truck supplies to the EPM Administrative Assistant, when required, and should have a Pin Number for fuel at Ermineskin Public Works.
18. Treat the public with respect and courtesy.
19. Perform all work safely, including the wearing of safety gear daily in accordance to Occupational Health and Safety Regulations (Mandatory).
20. Septic Truck Operator is responsible to take training as requested.

21. Other duties as requested.

**OTHER DUTIES:**

- Take care of the Hook Ups on the Septic Truck
- Lifting covers and remove from Septic Tanks
- Assist in handling of Emergency Calls for Sewer Back Ups
- Assist in maintaining the daily logbook of duties and activities.

**JOB QUALIFICATIONS:**

- A minimum of Grade 12 or GED.
- Driver's License: Class 3 with air brakes or Class 1.
- Must have one year experience driving a five ton truck with knowledge of basic routine maintenance on this type of truck.
- First Aide/C.P.R. Certificate, WHMIS, H2S Alive, Confined Space Training required
- Must be in good physical condition and be able to lift 75 pounds minimum.
- Must be able to work outdoors in all types of extreme weather (hot, cold, rain, snow).
- Must be willing to work overtime including weekends and/or holidays.
- Must be able to work with other staff and/or take direction.
- Must be self-motivated and take pride in workmanship.
- Must drive service trucks with utmost care.
- Must be mechanically inclined and trouble shoot with ease.
- Owning basic tools for minor repairs to vehicle is an asset.
- Plumbing experience an asset.
- Knowledge of the Cree language an asset.
- Must abstain from drugs and alcohol.

**Please submit your complete Application/Resume, Updated Criminal Record Check, Driver Abstract and copies of Certificates.**

**Executive Assistant with the Ermineskin Arena, Parks and Recreation department**

**CLOSING: August 22, 2022**

Under the direction of the Arena, Parks and Recreation Manager, the Executive Assistant will provide overall administrative support to management and staff for the Arena, Parks, and Recreation department. The Executive Assistant will perform day-to-day general office tasks and assist with special projects within the department. **Reporting Structure:** The Executive Assistant will report directly to the Arena, Parks and Recreation Manager.

**Job Duties**

1. Provide administrative support to the Manager, Arena Operator Supervisor, and staff within the department.
2. Responsible for file management mail, including scanning and faxing tasks.
3. Answer telephone and relay telephone calls and messages.
4. Greet people and direct them to contacts and service areas.
5. Responsible for computer data entry and maintaining department databases (i.e. sponsorships, programs, inventory, plans, etc.).
6. Maintain office supplies and office equipment such as printers, punch clocks, etc.
7. Assist with preparing documents, reports, presentations, and correspondence.
8. Assist with maintaining schedules for programs (evening, weekends, minor hockey, etc).
9. Assist Manager, Programmer, and Arena Operator Supervisor with billing and receivables for programs (ie. minor hockey).
10. Assist with preparing vouchers and time summaries.
11. Assist Manager with human resources as it pertains to leaves and disseminating personnel policy information.
12. Liaison functions with ECN citizens and the public are all central to this role.
13. Arrange meetings when requested and record meeting minutes.
14. Assist Programmer with communication and advertising for program promotions.
15. Assist Programmer with programs and youth sponsorship requests when requested.
16. Be resourceful as it relates to government subsidiaries for youth.
17. Provide assistance to Manager and Arena Operator Supervisor with facility bookings.
18. Assist Manager with grant proposal submissions.
19. Perform other related duties as assigned by the Manager.

**Requirements**

- Minimum of 3-5 years of demonstrative administrative experience.
- Diploma in office administration or related field.
- Strong computer skills including typing and Microsoft office knowledge.
- Excellent written communication skills.
- Ability to work under pressure, handle multiple priorities, and timelines.
- Strong work ethic and a professional demeanor.
- Possess a high degree of organization and attention to detail.
- Mandatory drug and alcohol testing.
- Criminal record check including vulnerable sector check.
- Class 5 drivers' license and a clean Drivers Abstract.
- Interest or background in recreation and sports.
- Able to work shifts, evenings and weekends.
- Must acquire a current standard first aid and CPR certification.
- Must have own transportation.
- Ability to work in and promote a team approach work environment.
- Knowledge of recreation trends.
- Ability to be creative and adapt to change.
- Understand the Cree language.

**Please submit your complete Application/Resume, updated Criminal Record Check, Vulnerable Sector Check and copies of Certificates.**

**Administrative Assistant with the Ermineskin Brighter Futures department  
CLOSING: August 22, 2022**

Under the direction of the Brighter Futures Manager the Administrative Assistant shall ensure the efficient daily operations of the Brighter Futures office. The Administrative Assistant will be required to perform a range of administrative duties including secretarial and receptionist duties. Additional responsibilities include taking minutes during meetings and scheduling appointments, drafting, reviewing and editing correspondence. Other duties, relevant to the position, shall be assigned as required.

**Reports To:** Brighter Futures Manager

**Job Duties**

- Greeting Clients
- Handling phones and messages
- Faxing and photocopying
- Computer Data Entry
- Filing hardcopies/documents
- Mailing correspondence
- Mail pick up
- Deliveries and pick up from the Band office
- Schedule management (Program Drivers)
- Disburse program coupons
- Scheduling management (Boardroom/Calendars)
- Making Purchase Orders (P.O's) in Finance dept.
- Other duties as assigned

**Requirements**

- High School Diploma
- 5-7 years' experience as an Administrative Assistant, or relevant role considered an asset.
- Office experience
- Proficient use of computer software including Microsoft Office.
- Ability to type 30-40 words per minute.
- Strong Communication skills (written/verbal)
- Multitasking skills
- Valid Driver's License and reliable transportation
- Able to understand/speak Cree an Asset.
- Submit application/resume, copies of certificates and criminal record check.

**Please submit your complete Application/Resume, updated Criminal Record Check and copies of Certificates.**

**Fetal Alcohol Spectrum Disorder (FASD) Mentor/Support Worker with the Ermineskin Brighter Futures department  
CLOSING: August 22, 2022**

The FASD Mentor/Support Worker will work closely with 15 high risk women at any given time. The Mentor/Support Worker will have empathy, compassion and a strong commitment to working with women and their families. The primary role is mentorship and advocacy. Effective mentoring requires

commitment, belief in the women you work with, ability to recognize strengths and understanding of challenges such as a shared history of addictions. The Support Worker must have reliable transportation. Provides direct outreach and advocacy services to pregnant women at risk for using alcohol and/or their families.

**DUTIES:**

Counsel and support mothers in goal setting based on their individual needs assessments. Provides outreach services necessary to connect mothers with the community agencies that will help meet their needs. Coordinates scheduling of home visits and appointments. Perform case maintenance activities using established protocols and techniques in a confidential and professional manner. Develop key relationship in the community to mobilize resources and build credibility. Administer established assessment instruments and advocacy techniques, dealing with highly sensitive and confidential information, to high risk mothers. Prepares data for computer entry. Assists in data management, report writing, training and presentations.

**QUALIFICATIONS:**

- Four (4) years of community based experience on issues/projects dealing with substance abuse or equivalent combination education and experience required.
- Strong written and verbal communication skills.
- Ability to interface effectively and creatively problem solve with high risk mothers and their families.
- Ability to conduct interviews covering extremely sensitive and confidential issues.
- Strong skills in counseling high risk clients with substance abuse problems.
- Ability to work closely as a team.
- Must be able to travel on a daily basis to serve clients.
- Must sign "Oath of Confidentiality"
- Must have previous experience in program development.
- Must demonstrate a commitment toward own healing journey.
- Must be able to work with minimal supervision
- Abstainer from alcohol and drugs preferred
- Experience in facilitating in a group setting would be an asset.
- Personal wellness certificates to Personnel Dept.
- Criminal record check and child welfare check

**Please submit your complete Application/Resume, updated Criminal Record Check, Child Intervention Check and copies of Certificates.**

**Director with the Ermineskin Personnel Department**

**CLOSING: August 24, 2022 \*\*Three (3) Year Contract\*\***

The Director is responsible for the overall planning and implementation of personnel (human resources) functions by coordinating and administering programs that relate to all phases of personnel including employee relations, compensation, recruitment and employment, training and development, and internal employment policy development. Promote effective and efficient utilization of personnel by training and development initiatives for the organization such as In-house, short and long term. Ensure consistent compliance of Ermineskin Personnel Policy and procedures by all departments. Keep updated and knowledgeable of external policies, laws, government initiatives and programs, legislation, and issues that affect Ermineskin Cree Nation. To research and access grants to supplement tribal budget in the area of capacity development and training needs specific to employees of the organization. This individual is responsible to work with management in the pursuit of raising the standard of work ethics, work skills and promoting a high performance organization.

**Reports to:** the Tribal Administrator.

**Oversee Departments:** Office Management, Neyaskweyahk Employment Program (NEP), Summer Student Program and Mentored Youth Work Experience Program.

**DUTIES: MANAGEMENT**

- Develop an annual budget based on annual plan and priorities of the tribe in terms of training, compensation, and staffing.
- Monitors expenditures ensuring that spending is based on annual plans and activities of the Personnel department.
- Take corrective action on any discrepancies arising from the monthly budget reports.
- Attends the following meetings – Directors and Managers monthly meetings; Chief and Council meetings as requested; and any other meetings as assigned.
- Prepares quarterly reports to Administrator and Chief and Council and general meetings as assigned.
- Conducts monthly meetings with staff and departments under Personnel Division.
- Attend workshops, conferences, seminars, and relevant training programs to enhance skill and knowledge for the position.

**PERSONNEL POLICIES:**

- Advises Chief and Council, Administration, Directors and Managers, and employees, as to the



proper interpretation of various policies and procedures; and relevant labor laws.

- Organizes an annual review of the personnel policies and procedures. To work closely with Tribal Administrator, and Strategic Planning Manager in the process.
- Informs and orientates employees of personnel policies, and programs through various means of communication such as employee handbooks, informational employee meetings, newsletter, employee bulletins, etc.
- Provide training on internal and external employee policies and laws to all personnel and to enhance the knowledge of management in labor law through workshops, information sessions.
- Research and develop a plan of action in the implementation of the Drug and Alcohol policy.

#### **EMPLOYEE RELATIONS**

- Recommends the best course of action in handling employee problems and concerns to appropriate management and employees based on policies and labor law.
- Counsels employees on matters relating to their employment ensuring the advice is to the best interest of the employee and based on qualified knowledge of labor laws.
- Determines and recommends employee relations practices to work towards promoting a high level of employee morale and motivation.
- Research and develop succession plan and employee retention plan.
- Represents the organization as a liaison on matters relating to personnel employment policies and laws, and related matters with outside agencies, representatives, etc.
- Establish and maintain a professional working relationship with Maskwacis Personnel departments.

#### **TRAINING DEVELOPMENT, COMPENSATION, AND BENEFITS**

Plans and organizes employee and management training programs designed to improve or enhance work skills, develop employee capabilities, and improve work standards of the organization.

Administer an Employment Center which involves the following:

- Accept submissions of employment opportunities from internal and external agencies.
- Ensuring posting of all available employment opportunities is advertised so members who do not reside locally as well as off-reserve are informed.
- Recruitment, reference checks, and screening of applicants.
- Preparation of the interview process.

Responsible to ensure that a 'New Employee Orientation' is performed the package must include:

- Brief Ermineskin Tribal History.
- Ermineskin Cree Nation Organization structure.
- ECN Strategic Plan.
- Review employee benefits, Insurance, pension, group benefits, and applicable policies.
- Job Description
- Application of Oath of Confidentiality form with new employee.
- Employee information form for payroll and employee record.

#### **RECRUITMENT AND EMPLOYMENT**

- Leads the application of standard recruiting and hiring according to criteria and selection procedures.
- Chairs the interviews for Director Positions and obtains Chief and Council approval for the successful candidate.
- Develops and conducts an on-going employee exit interview program to determine the cause of separation and compile a report.
- Develops comprehensive recommendations based on the exit interview report for necessary changes to address employee turnover and stabilize employee exits from organization. (Employees stay with organization).
- Assesses employee complaints and appeals, and performs follow-up according to procedures as set out in the Ermineskin Personnel Policy.
- Leads and implements a performance measurement program with Directors and Managers that aid in an improved standard of performance and productivity of all employees.
- Develop a performance measurement tool that applies to the different levels of management positions and occupations.

#### **Qualifications:**

- Bachelor degree preferably in Administration, Management, Human Resources. A degree relevant in Human Resources is preferred.
- Minimum seven (7) years progressive experience in management is essential and five (5) years' experience working in the human resources field is preferred.
- Possess financial budgeting experience.
- Must understand and speak the Cree Language.
- Demonstrated ability as a successful partner on the executive management team that provides company leadership and direction.
- Must possess knowledge of Labor Law, Legislation, external policies in employment standards.

**Please Submit Application/Resume, updated Criminal Record Check and copies of Certificates.**

**Tribal Administrator with the Ermineskin Administration department  
CLOSING: August 26, 2022 \*\*Three (3) Year Contract\*\***

Under the direction of the Chief and Council; the Tribal Administrator oversees the operational activities of the Ermineskin Cree Nation and administers plans, supervises and coordinates the affairs in accordance with the policies or in absence of such the direction as decision making from Council. To exercise control of Tribal Policies, to further safeguard the interests of the Membership and employees. To supervise the work of all senior staff and provide assistance in leadership and training in all aspects of the organization. To be aware of the prevailing membership attitudes including the Social and Economic conditions as judgment of this nature are required in determining the needs and requests of the membership in conjunction with Policies and Budget provisions. The Administrator must promote and encourage the participation of staff in their development, have knowledge of the organizational affairs, and discuss staff grievances objectively. The position requires contact with departments, members and outside agencies. The administrator shall not sit on any Committees or Boards. The Administrator must be knowledgeable of all government legislation (local, provincial, national and international) which are pertinent to administrative procedures and operations.

**Responsibilities and Duties:**

1. To work and maintain good working relationships, in a businesslike manner with the Chief, Councilors, Directors, Managers, other ECN Staff and the Tribal Membership.
2. To carry out duties as assigned (within their authority) by the Chief and/or Council.
3. Attend meetings and public appointments as requested/directed by Chief and/or Council.
4. To coordinate and chair Senior Staff meetings as required; purpose:
  - 4.1.1. Obtain information/inform of upcoming week(s) events;
  - 4.1.2. Provide direction as to delegation of duties;
  - 4.1.3. Specify time frame; and
  - 4.1.4. Review and amend Council agendas.
5. To chair monthly Directors meetings.
6. To attend monthly Directors/Managers meetings and provide guidance and direction (as required).
7. To ensure that various Committee Activity Reports are submitted on a monthly basis.
8. Ensure department budgets are monitored by Directors/Managers and Finance so that departments stay within their budgeted yearly amounts. This may also require speaking on recommendations for each dept. during the budget process.
9. To ensure staff is available to assist Tribal members with their requests and direct them to the right department as to where their request would fall under.
10. Approve all vouchers that are over the limits established for Directors or Managers, plus adhere to all Policies, By-Laws, Rules and Regulations and be knowledgeable of them.
11. Ensure that the Communications Manager keeps the Tribal Members informed of the Operations and Business activities of the Ermineskin Cree Nation, including any changes to By-Laws, Policies and Programs/Services.
12. In absence of Directors/Managers signs off approvals for all documentation presented by department staff.
13. Assist in matters where the Director or Manager requires assistance – i.e. - provide guidance, recommendations or decisions when they encounter problems or concerns.
14. Perform Director Evaluations annually.
15. Ensure that the Chief and Council are engaged in developing plans (Strategic Planning) to guide the operation of the organization in an effective and efficient manner.
16. Responsible for the accumulation of the annual budgets and to ensure that management always has involvement. Provide Council with an Overview Summary; To obtain:
  - 16.1.1. Quarterly departmental reports; and
  - 16.1.2. To address concerns or problems and maintain proper departmental report files.
17. To ensure Personnel conduct at least two in-house seminars or workshops that would educate the Managers or Directors pertaining to a current administrative/managerial topic.
18. Review Director or Senior Staff job descriptions and amend accordingly. Provide revised copy to individual and Personnel.
19. To implement, execute or follow-up on approved Chief and Council direction or policies.
20. To inform Council of any Concerns/Problems affecting Tribal Custom.
21. Provide recommendations on issues that affect the operations or planning of Ermineskin Cree Nation. To report to Council in summary form a progress report of departmental achievements or accomplishments, including any other relevant meetings.
22. To assist in the annual financial statements audit.
23. To inform applicable person/department of correspondence received that they should be made

aware of.

24. To execute all of Ermineskin Cree Nation agreements or contract per the Financial regulations.

**Job Requirements:**

1. Diploma/Degree in Business Administration/Management or related field.
2. Five (5) years Management Experience.
3. Willingness to sign a two (2) year Employee Contract.
4. Must be computer literate.
5. Must submit a Clean Criminal Record Check along with Resume; Cover letter and letters of references.
6. Must have valid driver's license, and submit Drivers' Abstract.
7. Must have own transportation.
8. Must be able to understand and speak Cree.

**Please submit your complete application/resume, Cover Letter, Letters of Reference, copies of Certificates, updated Clean Criminal Record Check and Drivers Abstract.**

**Manager with the Ermineskin Arena, Parks and Recreation department**

**CLOSING: August 26, 2022**

Under the direction of the Tribal Services Director, the Arena, Parks and Recreation Manager will oversee the management and the operations of the Arena, Parks and Recreation department.

**Reporting Structure:**

The Arena, Parks & Recreation Manager will report directly to the Tribal Services Director. The Arena Parks & Recreation department is a department under the Tribal Services Division.

**Job Duties:**

20. Responsible for the entire operations and administration of the Arena, Parks and Recreation Department.
21. Management of the following areas: arena, parks, and recreation.
22. Responsible for the implementation of the Arena, Parks and Recreation strategic plan and its annual review, and other related Plans for the department.
23. Responsible for the supervision and the performance management of all staff including annual evaluations and training plans.
24. Demonstrate comprehensive compliance of and implementation of personnel policies, arena operating policy, recreation department policy, and all other applicable policies relevant to the operations, safety and management of the department.
25. Responsible for the development and the annual review of policies and procedures within the department (ie. youth sponsorship policy, arena operating policy, parks policy, program policy, etc.).
26. Monitor and control department budget and assist with the preparation of the annual department budget.
27. Responsible for contracts and agreements that pertain to the department (i.e. arena refrigeration preventative maintenance contract, minor hockey agreement, etc).
28. Ensure maintenance of the buildings and the parks.
29. Chair staff meetings and meetings relevant to the department.
30. Maintain positive and strong working partnerships with other departments, nations, agencies, or schools.
31. Attend meetings when requested (i.e. minor hockey meetings, community engagement meetings, budget meetings, HUB meetings, etc).
32. Report to Chief and Council, and Administrator upon request.
33. Prepare quarterly department reports to the Director.
34. Responsible for engaging involvement with end users and address customer service related situations (i.e. obtaining feedback from program participants, ECN citizens, surveys etc.).
35. Perform other duties as assigned by the Tribal Services Director.

**Requirements:**

- University degree in a related discipline such as recreation, physical education or management is an asset.
- Minimum of five (5) years of demonstrative management or supervisory experience.
- Certification in Canadian Parks and Recreation Association Professional Development or equivalent is an asset.
- Certification in arena management through the Alberta Association of Recreation Facility Personnel is an asset.
- Demonstrative experience submitting grants and knowledge of grants in the area of recreation, arena or parks.
- Excellent verbal and written skills.
- Clean criminal record check including vulnerable sector check.
- Child intervention record check.
- Class 5 drivers' license and a clean Drivers Abstract. Class 4 drivers' license is an asset.

- Basic Microsoft office computer experience and skill.
- Interest or background in recreation and sports.
- Exemplify planning, organizing, and leadership skills.
- Well-developed interpersonal and leadership skills in dealing with staff, peers, and citizens.
- Ability to be creative and adapt to change.
- Able to work shifts, evenings and weekends.
- Possess a current standard first aid and CPR certification.
- Mandatory drug/alcohol testing.
- Must have own transportation.
- Knowledge of recreation trends and arena industry trends.
- Knowledge and awareness of the Alberta Recreation and Parks Association and the Alberta Association of Recreation Facility Personnel.

**Please submit your complete application/resume, updated Clean Criminal Record Check Child Intervention Check and copies of Certificates.**

## **Cook with the Ermineskin Daycare Department**

**CLOSING: August 26, 2022**

The cook will prepare meals which will provide  $\frac{3}{4}$  of the children's nutritional needs and responsible for the supervision of all custodial services necessary to maintain work area in a hygienic, safe and presentable condition. The cook must have knowledge, understanding and ability to plan and prepare meals, maintaining hygiene standards in the kitchen area, order food purchases, and fully have knowledge of the Covid-19 guidelines with sanitizing, food handling and guidelines. The cook will be required to faithfully fulfill the implementation of the nutritional guidelines and policies of the Ermineskin Daycare Center. As a representative of the Ermineskin Daycare the cook must demonstrate kindness, patience and respect towards all community members in general and particular towards those who obtain services from the daycare. The cook must strictly adhere to the code of ethics established by the Ermineskin Daycare Center and abide by an Oath of Confidentiality. The cook shall at times be governed by the employment policy, and be professionally prepared to meet the nutritional and health safety licensing guidelines. The cook must not have any criminal convictions and a clear child welfare check. Fluently speaking Cree is an asset.

### **Hours of Work:**

*Monday to Friday, excluding every second Friday from 7:45am to 12:00-1:00 to 3:30pm for sixty-three (63) hours bi-weekly.* The cook will not be expected to assist in the classroom but may be directed by management to help out with any emergency situation.

### **Responsibilities & Duties:**

- Plans well balanced and economical menus; displays menus ahead of time for each week and keeps them on file.
- Will note all menu changes.
- Will serve age appropriate meals, and based on likes of the children, which meet the nutritional needs of the children in accordance with the Canadian food guide.
- Prepares hot lunches as well as morning and afternoon snacks based on traditional and non-traditional menus.
- Identifies food requirements and complete order forms and submitting to the manager.
- Must post notice and be aware of food allergies of children, so as to be aware of which foods are not to be served to children.
- Adapts menus for children who have allergies.
- Ensures high quality and proper storage of food items.
- Will plan all purchases with manager or programmer.
- Will maintain kitchen in a sanitary condition at all times.
- Will ensure that health and safety standards are met.
- Cooking surfaces are to be kept clean and disinfected at all times before and after preparation of each meal.
- Caution is to be used in preparation of foods at all times.
  1. Wash hands before touching/handling foods.
  2. Ensure hair is kept in hair net and away from foods.
  3. Check dates for outdated products.
  4. Store foods under appropriate temperatures.
- Makes sure that household appliances are used correctly and reports any necessary repairs required to management.
- Wash fridge thoroughly and discard unused portions once per week.
- Clean oven Bi-weekly.
- Clean and wash cupboards on a monthly basis.
- Ensures that dishes are washed and disinfected after each use (am/pm) and snack dishes. All used dishes should be collected and cleaned which also includes any used dishes within the staff

Room of each day.

- Should have knowledge as to how much food is needed and used on an ongoing basis.
- Knowledge in baking items from scratch with nutritional value and low on sugar content.
- Ensures that laundry is well maintained on a daily basis.
- Will assist in the simple housekeeping tasks, and ensures that the kitchen floor is cleaned and disinfected on a daily basis.
- Will attend staff meetings and workshops as requested by the manager.
- Will ensure proper transport of meals to respected rooms in the daycare specifically at the times required for serving.
- May be entrusted with any other tasks and responsibilities inherent in the function.
- Will assist the nursery upon fire evacuation drills.
- It would be beneficial to have level 1, as the cook will be required to assist the rooms with coffee breaks when needed.

**Supervision of position:**

- The Manager supervises the cook on a daily basis
- The cook is required to have all purchases approved by the manager.

**Reporting Protocol:**

**Daily:**

- Any accidents or emergencies related to kitchen

**Weekly:**

- Menu planning
- Food supplies and ordering.

**Monthly:**

- Will report to the programmer and manager, of all job-related activities (success and job difficulties).
- Will submit a monthly report.

**Yearly:**

- Have yearly medical done.

**Direct Supervising Duties:**

- Co-workers
- All requirements within kitchen area.

**Qualifications:**

- **Must have food safety and hygiene certification.**
- Updated safety tickets
- Experienced in cooking and preparing menu's
- Knowledge of nutritional/health standards
- Physically and mentally healthy
- Self-motivated and good team spirit
- Warm, friendly, personality
- Courses on child health and nutrition
- Must have their own transportation and valid driver's license
- Knowledge of techniques of traditional and non-traditional cooking and kitchen management (supervision responsibilities, planning meals, stock keeping, purchasing, etc.,)
- Knowledge of the educational aspects of nutrition as they relate to the development of the children in each category.
- Additional requirements: Sobriety is a must.
- Updated Criminal Record Check
- Updated Child Welfare Check

**Please Submit Application/Resume, updated Criminal Record Check, Child Intervention Check and copies of Certificates.**

\*Applications and actual job descriptions may be picked up at the Personnel office located in the Ermineskin Tribal Administration office\*

**Incomplete Applications will automatically be screened out**

FOR FURTHER INFORMATION CONTACT:

**Ermineskin Cree Nation  
Personnel Department  
Box 219**

**Phone: (780) 585-3741 ext. 241 or 311  
Edmonton Direct: (780) 420-0008  
Red Deer Direct: (780) 343-1078**

**Maskwacis, AB  
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**Ma Me O Beach Direct: (780)586-2545  
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Email: [faith@ermineskin.ca](mailto:faith@ermineskin.ca)**