

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **July 29, 2022**

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

Tribal Administrator with the Ermineskin Administration department

CLOSING: August 9, 2022

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 10, 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:

1. Responsible for the entire operations and administration of the Arena, Parks and Recreation Department.
2. Management of the following areas: arena, parks, and recreation.
3. Responsible for the implementation of the Arena, Parks and Recreation strategic plan and its annual review, and other related Plans for the department.
4. Responsible for the supervision and the performance management of all staff including annual evaluations and training plans.
5. 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.
6. 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.).
7. Monitor and control department budget and assist with the preparation of the annual department budget.
8. Responsible for contracts and agreements that pertain to the department (i.e. arena refrigeration preventative maintenance contract, minor hockey agreement, etc).
9. Ensure maintenance of the buildings and the parks.
10. Chair staff meetings and meetings relevant to the department.
11. Maintain positive and strong working partnerships with other departments, nations, agencies, or schools.
12. Attend meetings when requested (i.e. minor hockey meetings, community engagement meetings, budget meetings, HUB meetings, etc).
13. Report to Chief and Council, and Administrator upon request.
14. Prepare quarterly department reports to the Director.
15. Responsible for engaging involvement with end users and address customer service related situations (i.e. obtaining feedback from program participants, ECN citizens, surveys etc.).
16. 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 10, 2022

The cook will prepare meals which will provide ¾ 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.

Secretary with the Ermineskin Daycare Department

CLOSING: August 10, 2022

Under the supervision of the Manager to perform the secretarial functions of the Ermineskin Daycare Centre. This individual is to establish and maintain a pleasant atmosphere in the reception area. Maintains the office supply, inventory; types a variety of reports, memoranda and letter on computer. Performs other related duties and follows all the requirements of the Licensing Agency.

Hours of Work: 8:30 a.m. – 4:30 p.m. Total of sixty-three (63) hours bi-weekly.

Duties:

1. To take Early Childhood Development Course to familiarize themselves in the Childcare field.
2. To assist Childcare Workers when needed during coffee and lunch breaks.
3. Operates an office telephone by:
 - Receiving calls from the general public, department staff and other government departments.
 - Assisting callers as required, and referring them to appropriate staff, or taking and relaying messages.
 - Advising callers if staff members are absent or when they may be expected back.
 - Recording all incoming calls for staff/parents.
4. Greets the general public in a pleasant and professional manner, assists the parents regarding any information about their children.
5. Ensures appropriate postings and reading material are available in the reception area and ensures that parents receive the required information.
6. Records all incoming correspondence.
7. Receives all accounts receivable payments from parents and keeps ledgers current. Ensures confidentiality of all accounts except where a request is made by the Finance Department or court ordered requests.
8. Sends payment dues to parents for services rendered by calling them and followed with notices as necessary to keep all credit accounts updated on daily basis.
9. Deposits all money to the Accounts/Payable clerk on a daily basis after recorded by the Manager.
10. Responsible for typing and transcribing a variety of letters, memoranda, monthly reports, newsletters, theme sheets and menus.
11. Responsible for taking and transcribing minutes of all meetings relevant to Ermineskin Daycare.
12. Responsible for Xeroxing and filing.
13. Maintain a record of files, namely a parent's file containing information requested by the Licensing Agency.
14. Create and maintain an emergency file for every child to be stationed in each room which is easily accessible upon an emergency situation and to ensure that it is updated on a monthly basis.
15. Set up and maintain a filing system so that all necessary forms are accessible at all times.
16. Segregates active from inactive parent/child files.
17. Calculates daily attendance on a weekly basis for the record, to be filed monthly and be made accessible upon request of the Licensing Agency.
18. To keep an active, updated waiting list.
19. To keep track of children transferring from room to room as they meet the age limit requirements.
20. To assist the Nursery Room with fire evacuation drills.
21. Responsible for preparing time summaries for staff on weekly and bi-weekly basis and submit to Manager for review and approval.
22. Ensure that immunization records of each child are up to date at all times.
23. Perform any other duties as assigned by the Manager and Programmer.

Qualifications:

- Minimum grade Twelve (12) or equivalent
- Must be computer literate i.e. Microsoft Word.
- Must have good communication skills; which would include writing for memos, newsletters and transcribing meeting minutes.
- Sobriety is a MUST
- Friendly and approachable personality.
- Submit any certificates that support your training, education and qualifications.
- Must submit your criminal record clearance check, child intervention check and resume.

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

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.

*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
Maskwacîs, AB
T0C 1N0**

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Ma Me O Beach Direct: (780)586-2545
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