



# “Those Who Are Successful”

## INTERNAL/EXTERNAL JOB POSTING

In accordance with our Employment Equity goals for this position, applications from people of Aboriginal Ancestry are particularly encouraged.

**Position:** Skill Development Coordinator  
**Term:** Full Time Position  
**Location:** Sudbury  
**Salary:** negotiable - dependent on qualifications and experience

### GENERAL ACCOUNTABILITIES

The position of Skill Development Coordinator is accountable to support learners, provide skill development training and referral services to Aboriginal clients. The Skill Development Coordinator will also assess the skills of the learner, conduct a service needs determination, and develop a client action plan for the client to further pursue long-term employment goals. The Skill Development Coordinator will conduct group facilitation, counselling and information sessions. The success of this role relies on an individual's ability to successfully plan, develop, coordinate and evaluate Skill Development programming.

### SPECIFIC ACCOUNTABILITIES

#### 1. Learner Services

- Provide counselling and advice to individual learners;
- Conduct a service needs determination;
- Assist learners with occupational research, career action plans, job search activities, job maintenance issues and essential skill requirements in the work place;
- Develop client action and learning plans;
- Case Management for learners;
- Promote, coordinate and deliver skill development programming in response to community needs;
- Responsible for monitoring and processing payments for client interventions within approval budgets;
- Prepare requests to other LDM's and First Nations for client interventions;
- Coordinate learner services (including referrals) with external literacy, academic upgrading and employment service providers;
- Monitor and follow-up on learners to determine measurements;
- Assess and monitor learner skill development.

#### 2. Programming, Workshops, Information Sessions and Training

- Assess client and community needs for workshops, curriculum and training;
- Coordinate workshops, skill development programming and training;
- Develop curriculum, materials and resources;
- Deliver and/or facilitate skill development programming, workshops and information sessions;
- Evaluate curriculum, training and workshops;
- Evaluate external trainers and instructors;
- Provide support and follow-up services to program and workshop participants and monitor measurement results;
- Develop and maintain Training Resource Library.

#### 3. Networking/Consultations/Marketing

- Research, obtain, update information from government, service providers, community economic development, employment/training programs and training institutions/trainers;
- Research youth, apprenticeship and disabled programs and funding sources requirements;
- Research employment/training service providers and their relevant programs and services;

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**Head Office:**  
Shawanaga First Nation  
R.R.#1  
Nobel, ON P0G 1G0

**Mailing Address:**  
117 Elm Street, Unit 102  
Sudbury, Ontario P3C 1T3  
Phone: (705) 524-6772 Fax: (705) 524-5152



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- Liaise, promote and maintain partnerships within the communities;
- Information sharing with communities, First Nations and other relevant organizations/associations.

#### 4. Reporting/Administration

- Record and maintain statistics, develop statistical reporting formats and provide reports to Manager, Board of Directors, funding agencies and relevant partners;
- Prepare regular narrative reports outlining services provided to learners, workshop/training delivered and provided to Manager, Board of Directors, funding agencies and relevant partners;
- Financial accountability and administration of approved operating budgets in conjunction with General Manager;
- File maintenance;
- Supervision of instructors/tutors as required.

**From time to time, other duties may be assigned to help promote the mandate of the organization.**

#### POSITION QUALIFICATIONS

- Post-secondary degree or diploma in adult education, social work, Native Human Services or related field;
- Minimum two years of work experience in counselling, workshop/curriculum delivery and design, employment counselling services and/or experience in relevant counselling role.
- Demonstrate excellent knowledge of Aboriginal education, employment and training issues and experience working with Aboriginal organizations and communities; knowledge of government departments/agencies, training institutions and private sector organizations that deliver skill development, employment and training programs and services;
- Excellent research and analytical skills, advanced word processing, effective verbal and written communication skills, work well in a team environment, possess excellent counselling skills and have a sound knowledge of the internet;
- Knowledge of government programs and funding sources;
- Ability to take initiative and lead projects with little supervision;
- Knowledge and/or experience in research, research skills, data collection would be considered an asset;
- Extensive facilitation experience, consultation skills and an ability to create strong community collaborations and partnerships;
- Understanding of literacy and essential skills, and implementation of such;
- Project management experience;
- Demonstrated cultural sensitivity and knowledge in dealing with different essential skills and literacy streams.

#### WORKING CONDITIONS

Typical office environment.

Frequent travel required.

Flexible hours of work required.

Valid driver's licence.

Access to reliable insured vehicle is required.

**CLOSING DATE: Tuesday, May 21, 2019 @ 4:00 p.m. (Interviews will take place on May 23/19.)**

Please forward application to:

Debbie Recollet, General Manager  
Gezhtoojig Employment & Training  
117 Elm Street, Unit # 102  
Sudbury, ON P3C 1T3  
[debbier@gezhtoojig.ca](mailto:debbier@gezhtoojig.ca)

For further information please contact Debbie Recollet. You must confirm receipt of your application.

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