



EMPLOYMENT OPPORTUNITY

The Western Cree Tribal Council is seeking an individual to fill the position of

PRE-EMPLOYMENT CLIENT SUPPORTS COORDINATOR

Term Position: One Year

About WCTC: Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Pre-Employment Client Supports Coordinator to join our team and contribute to our mission of employability opportunities, sustainability and growth of our Member Nations.

Job Overview: The Pre-Employment Client Supports Coordinator is responsible for working with the Pre-Employment Supports Coordinator for efficient operation and delivery of the WCTC Pre-Employment Program to all First Nations of Western Cree Tribal Council. It encompasses all current aspects of Western Cree Tribal Council Pre-Employment Supports Program and any future program delivery service endeavors of Western Cree Tribal Council. In general, the assistant will be ultimately responsible for programming, participant support and daily operations of the Pre-Employment Supports Program.

This position will be under the direct supervision of the Social Development Directors and shall maintain a direct working relationship with all applicable Western Cree Tribal Council Directors.

Primary Duties and Responsibilities: As the Pre-Employment Client Supports Coordinator you will be responsible for:

- **Cross-functional Collaboration:** Collaborating with other agencies and departments to support strategic decision making and enhance the overall success of program participants.
- **Program Facilitation and Event Planning:** Assist with organizing and facilitating programs and events, ensuring alignment with organizational goals and participant needs.
- **Case Management** Provide support to participants for case management services through program delivery.
- **Data Entry:** Entering participant and program data into a reporting software.

Qualifications:

- Working knowledge of Employment Case Management practices.
- Strong understanding of barriers related to First Nation employment.
- Experience in facilitating partnerships with external organizations, industry partners, and the Member Nations.
- Ability to support the Pre-Employment Program participants in a positive, courteous, respectful, and professional manner.
- Strong prioritization skills and adaptability to changing schedules and priorities.
- Capable of working independently and collaboratively as part of a team.
- Discretion in handling sensitive information and maintaining confidentiality.
- Excellent skills in writing, planning, organizing, and time management.
- Knowledge of Cree and/or Dene language and culture is an asset.

How to Apply: If you are a highly motivated individual, please submit your resume and a cover letter detailing your relevant experience and qualifications to hr@westerncree.ca For more information please contact Alicia Jones at 780.518.0241. Please include "Pre-Employment Client Support Coordinator Application" in the subject line.