



Employment Opportunity **MENTORED WORK PLACEMENTS (#7)**

Reference No. QSL-FNIYES-SLP-0718

PURPOSE: To provide candidates the opportunity to develop their job experience in a meaningful work environment, and to provide youth with mentored learning opportunities to build skill sets that will be beneficial in future employment. These positions will be full-time term positions, beginning September 2018 and ending March 31, 2019.

REQUIREMENTS:

- **Must be First Nations or Inuit**
- **Must be unemployed or under-employed, and not in school**
- **Must be between 15 to 30 years of age**
- **May only participate once in the Mentored Work Placement program**
- Team player with a keen interest to learn
- Well-developed oral, written and interpersonal communication skills
- Reliable, punctual and dependable

APPLICATION CHECK-LIST:

- Completed application form;
- Cover letter explaining:
 - your interests, hobbies, skills, abilities, traits and characteristics
 - the way in which the position(s) will further your educational, career and personal goals;
- Resume outlining your past work experience and other supporting documents;
 - Assistance is available through QET Department for cover letter and resume.
- Copies of training certificates and driver's license if applicable.

POSITIONS AVAILABLE:

POSITION	EDUCATIONAL REQUIREMENT AND ROLE
Quw'utsun Syuw'entst Lelum Administrative Assistant	The successful candidate will provide support to Cultural Education programs, including K-12 and Post-secondary. They will gain office experience and will assist with document creation, filing/e-filing, data entry, Excel spreadsheets, as well as reception duties and mail processing. The ideal candidate will have an interest in a career in Business Administration and/or Education. This position is a full-time term for seven hours a day, five days a week.
Quw'utsun Syuw'entst Lelum Early Childhood Educator Assistant Trainee	The successful candidate will have a keen interest in Early Childhood Education as a career. The student will support the ECE's with supervising and interacting with children from 3-5 years of age. The student will work one-on-one and in small groups supervising outdoor play at the daycare center and/or on field trips. This position will include maintaining a clean and safe work/play environment.
Tse'wulhtun Health Centre Better at Home Worker	The successful candidate will support the Elders and Better at Home Programs. They will assist elders with non-medical support services four days a week. This includes a variety of tasks, such as yard work, light housekeeping and repairs, traditional foods preparation, transportation for shopping or appointments. They will assist at the Elders Building one day a week, where they will support and

	participate in Elders' Recreational Activities and Luncheon programs.
Tse'wulhtun Health Centre Community Health Team Assistant	The successful candidate will assist with communication and administration of health services initiatives and community engagement events. Duties will include event planning and participation, creating and filing documents required to support programs, completing written reports and newsletter submissions as well as assisting with delivery of current programs as needed.
Lalum'utul Smuneem, Child & Family Services Family Connections Trainee	The successful candidate will work with children and youth assisting with supervised visits and the delivery of various programs, such as Sons and Daughters of Tradition and Spring Up. With the support of Family Connections Team and Elders, the successful candidate will engage with and provide cultural guidance to children-in-care, caregivers and families while learning more about the child and family services field.
Lulumexun, Land & Governance Bylaw Officer Trainee	The successful candidate will provide support to the Bylaw Enforcement Officer. This position will document received complaints/reports, will respond to community member concerns related to bylaw infractions, and work directly with community members to develop and solutions and resolve conflicts related to Cowichan Tribes bylaws. This is a full-time term working seven hours a day, five days a week.
Social Development Client Intake Trainee	The successful candidate will become familiar with the Individual Opportunities Program (IOP) client intake process. The Client Intake Trainee assists clients with their intake documents prior to meeting the program advisor. They will be responsible for greeting clients, answering questions and responding to queries, performing data entry, filing, and other administrative duties including answering the telephone and monitoring the use of the Resource Room by clients.

Late applications and applications without supporting documentation will not be accepted

Please refer to Reference No. QSL-FNIYES-SLP-0718 when submitting cover letter, resume, and three references to:

Human Resources, Cowichan Tribes
5760 Allenby Road Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Deadline: 4:00 p.m. Tuesday August 14, 2018



RESUME FORM

Reference No: QSL-FNIYES-SLP-0718

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name(s) _____

Address _____ City and Postal Code _____ Birthdate (To confirm age 15 – 30) _____

Home Phone: _____ Cell Phone: _____ Email: _____

Aboriginal Type: Registered Aboriginal Status # _____ Band Name: _____
 Non Status Metis Inuit Unspecified

EDUCATION

School Name	Location	Years Attended	Degree Received / Grade Completed	Major

CERTIFICATES OR LICENSES HELD

Certificate / License	Obtained From	Expiry Date

EMPLOYMENT /VOLUNTEER HISTORY

Job Title	Employer	Employer Contact Info	Dates of Employment	Duties Performed

Personal Statement: Please share a brief paragraph on your interests, hobbies, personal skills or characteristics

Employment Goal: Please share briefly how you feel this job will help you with your educational and career goals