



# Employment Opportunity

## MENTORED WORK PLACEMENTS

Reference No. QSL-FNIYES-SLP-0918

**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:** *As per funding requirements these positions are open to First Nations and Inuit applicants only.*

- **Must be of First Nations or Inuit descent**
- **Must be unemployed or under-employed, and not attending school**
- **Must be 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:** *Late and incomplete applications will not be accepted.*

- 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.

POSITION	REQUIREMENTS AND ROLE DESCRIPTION
<b>Lalum'utul Smuneem, Child &amp; Family Services</b>  Family Connections Trainee	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. The candidate will assist with programs such as Sons and Daughters of Tradition and may have some flexibility in their schedule to accommodate this.
<b>Lulumuxen Land and Governance</b>  Committee Assistant /File Clerk	This position will provide support to programs and committees in the Land and Governance department. Tasks include: minute taking, meeting set up/take down, communications, scheduling, attendee tracking, general document preparation, and attending meetings. General administrative duties include: filing, photocopying, front reception coverage, mail handling, communication with community members, the public and staff. Other duties include assisting with coordination and delivery of departmental and organizational events.

**Please refer to Reference QSL-FNIYES-FCT-0918  
when submitting cover letter, resume, and three references to:**

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

**EMAIL:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**WEBSITE:** <http://www.cowichantribes.com>

**DEADLINE: 4:00 p.m. September 21, 2018**



# APPLICATION FORM

Reference No: QSL-FNIYES-SLP-0918

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Valid Social Insurance Number?  Yes  No Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Aboriginal Type:  Registered Aboriginal Status # \_\_\_\_\_ Band Name: \_\_\_\_\_

Inuit

## POSITION TITLE (Please indicate which position(s) you are applying for)

Family Connection Trainee

Committee Assistant / File Clerk

## Have you done the mentored work program in the past?

Yes

No

Relevant Experience (if applicable)


## EDUCATION

School Name	Location	Years Attended	Degree Received / Grade Completed	Major

## CERTIFICATES OR LICENSES HELD e.g., Driver's License, First Aid, Food Safe, Employment Program

Certificate / License	Obtained From	Expiry Date