



Employment Opportunity Special Projects Worker

Reference No. SD-PES-SPW-0819

PURPOSE: Reporting to the Social Development Manager, the Pre-Employment Support (PES) Special Projects Worker will perform a variety of administrative duties associated with the Cowichan Tribes Social Development program. This is a fulltime, term position with the possibility of extension subject to funding. *Please note that due to the funding source, this position is open to Cowichan Tribes members only.*

RESPONSIBILITIES:

- Perform duties related to the Social Development program in accordance with the Pre-Employment Support Program roles and responsibilities
- Work collaboratively with the Band Social Development Workers by way of referral agreements to ensure client needs are met
- Manage clients referred to PES by completing Employment Readiness Scale assessments
- Develop a Mandatory Action Plan (MAP) with the client
- Set up and maintain confidential client records and data, AIS files and other records according to the PES program
- Schedule and arrange interventions as set out in the client's MAP, document intervention outcomes
- Administer supports or assistance to the client in accordance with the MAP
- Monitor client's progress through MAP interventions
- Adjust and close PES files as required
- Organize training and workshops suitable to meet PES client needs, conducting home visits as required
- Attend and conduct PES meetings with partner First Nation(s) and clients
- Meet with service providers to schedule a program/process for clients
- Perform other duties as assigned

Required Education and Experience:

- *Minimum* 2 years of experience in an Employment Counselling field
- A Bachelor of Business or related field considered an asset
- **Valid class 5 driver's license and reliable vehicle is mandatory**
- Criminal record check & Driver's abstract
- *Must* be a Cowichan Tribes member

Required Skills, Knowledge and Abilities:

- Knowledge of budgets and monitoring
- Ability to maintain confidential records and files
- Experience with high levels of Data Entry and reporting to funder
- Knowledge of Social Development financial program criteria, policies and procedures an asset
- Demonstrated computer proficiency
- Well-developed written, oral, and interpersonal skills
- Strong organizational skills
- Time management with the ability to multitask different tasks simultaneously
- Knowledge of Cowichan culture, customs, and traditions

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. SD-PES-SPW-0819

Human Resources Department, Cowichan Tribes

5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Thursday, September 5, 2019

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry
We thank all applicants in advance only those short-listed will be contacted*