



EMPLOYMENT OPPORTUNITY

LDM – Training Development Officer

Department: Ontario Works

Classification/Level: CS3 (\$53,591.20 - \$65,499.20) + Group Pension and Benefits

Employment Status: Full-Time Regular

POSITION SUMMARY:

The Training Development Officer is responsible for the delivery and maintenance of the M'Chigeeng LDM training and employment initiative services.

ESSENTIAL FUNCTIONS:

- Organize, schedule and implement various training and skill development initiatives in relation to career exploration, skill enhancement, job search and work experience opportunities
- Understands M'Chigeeng FN and surrounding area labour market and labour force.
- Knowledge of government program interventions, and employment and training programs.
- Support, plan and prepare client applications and make recommendations based on the LDM approval process for client services.
- Provide file and case management for tracking of client interventions and activities daily.
- Assess client and community needs in collaboration with Training Hub Centre staff for the coordination and facilitation of workshops, information sessions, and training workshops.
- Develop, record, and maintain statistical client data information, workshop and training initiatives delivered for program report submissions.
- Maintain reports, financial records, monitor program budget and financial procedures.
- Prepare required reports for submission to funders including quarterly and annual reports.
- Prepare proposal submissions and secure funding for programs and services where required.
- Review and provide policy guideline changes/procedures where required.

QUALIFICATIONS:

Preferred, University Degree in Business and 2-3 years related work experience.

Minimum, College Certificate/Diploma in Business and related training and work experience

High proficiency in Microsoft Word, Excel other computer applications

Good communication skills both written and verbal and ability to maintain high level of confidentiality.

Understands and fluent in Anishinabemowin is an asset.

Performs other related duties assigned.

Valid Driver's License and reliable insured vehicle

Willing to work flexible hours.

CRC requirement, thirty (30) days current, certified copy, or original

It is mandatory for the successful candidate to submit a current thirty (30) day CRC; Offer of employment will be subject to receipt of a satisfactory CRC record.

Criminal Reference Check (CRC) Rationale: M'Chigeeng First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault, and theft. The CRC must be current (30 days) and must be an Original.

Closing Date: March 27, 2024 at 2:00 p.m.

If you are interested in these new opportunities, applicants must submit cover letter, resume, with three current reference contacts (2 work related and 1 character reference) and copies of educational qualifications to:

LDM Training Development Officer
c/o John Ense Department Manager OW/LDM
M'Chigeeng First Nation, P.O. Box 333
M'CHIGEENG, ON P0P 1G0

Fax 705-377-4980 or email to: employment@mchigeeng.ca

Miigwetch to all interested applicants, however only those selected for an interview will be contacted.