



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Posting Type:** Internal/External

**Position Title:** Employment & Training/Post-Secondary Services Officer

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** May 11, 2025 at 11:59pm

**Tentative Interview Date:** May 12-16, 2025

**Salary Range:** \$46,410-\$51,610

### **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

### **Position Summary:**

The Employment & Training / Post-Secondary Services Officer will efficiently and effectively, administer, coordinate, organize and deliver the Employment & Training Services Program and the Post Secondary Student Support Program to the youth and adult citizens of Hiawatha First Nation.

In order for citizens to successfully enter or advance within the workforce in a sustainable field of employment, the incumbent will provide counselling and referral service information to clients on all aspects of funding consideration, applying and attending Post Secondary; Post Secondary duties will include keeping in contact with students to identify needs and support success. If citizen is not in post secondary or graduating out of, the incumbent will provide employment and skills training, job search, labour market information and research, job readiness, career education, career planning and employment skills development.

The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting:**

This position will report directly to the Director of Operations. This position will have no direct reports.

This position will liaise with other internal departments (especially education), government agencies, political-territorial organizations and citizens of Hiawatha. This position will have to sit on committees as directed by the Director of Operations; Executive Director or Council or as required based on the duties of this position.

### **Main Responsibilities:**

- To work in compliance with the policies and procedures established by Hiawatha Chief & Council and in accordance with the Aboriginal Skills and Employment Training Agreement (ASETA) with Kagita Mikam Aboriginal Employment & Training – Local Delivery Mechanism (LDM) as well as the Post Secondary Student Support Program Policy.
- To develop and submit an annual application proposal to Kagita Mikam Aboriginal Employment & Training to secure fiscal funding that supports the Employment & Training Services Program at Hiawatha First Nation.
- To administer and report in a timely manner, on all financial responsibilities of the Employment & Training Services Program and the Post Secondary Support Program.
- Build rapport with post secondary students in order to provide guidance, support and counselling services to students to support academic success.
- Prepare paperwork for cheque requisitions for expenses in the Education department, including tuition payments, etc.
- Preparing paperwork for invoice requisitions for invoices in the Education department, including travel reimbursements (when required), etc.
- To assist the HR Coordinator as required, with various Student Summer Employment and orientation programs, which provide early work experience to the student citizenship.

- To engage with individual citizens regarding their employment and training needs to ensure clients receive the full benefits and supports available, as well as liaise with service delivery organizations that provide work skills training for clients, and Post Secondary institutions, whereby allowing them to become self-sustaining and successful in the workforce.
- To maintain accountability by providing monthly reports to the organization, funders and statistical reports for input into the database (ARMS), in accordance with the ASETA Agreement.
- Work in partnership with the Education counsellor, Child Wellness Promotion Worker and/or Economic Development Officer in regards to career education, skills training and development, as well as to seek out and plan innovative activities and events, which will promote healthy life-style and workplace skills, to students and youth in preparation for employment.
- Attend or host career fairs (Example Aboriginal Post Secondary Information Program), conferences, workshops, job summits and meetings with various employment groups, agencies and other First Nations, to ensure Hiawatha's interests are represented; and to keep abreast of emerging trends or evolving sectors in the field of training, employment services and job creation.
- Research new funding opportunities which Hiawatha citizens may benefit from including bursaries, mentorship programs, co-op employment opportunities, apprenticeships or specialized training programs, aimed at taking a proactive approach to job preparedness.
- Develop and keep current an inventory of Hiawatha skilled labour force candidates, which will facilitate the sharing of employment opportunities and career development e.g. Water Plant Operators, Project Managers, Environmental Technicians, Engineers etc., in preparation to meet the needs of a growing community or those looking to grow their businesses or fill job vacancies.
- Demonstrate a high level of professional conduct when attending meetings both on and off territory and travelling to conferences.
- Liaising with Post-Secondary institutions on behalf of students;
- Liaising with political-territorial organizations, representing HFN and their interests;
- Representing Hiawatha First Nation on relevant committees or by attending meetings as required.
- Ensure students complete applications and upload documents/marks etc. into the Dadavan program
- Ensure post secondary students adhere to the Post Secondary Student Support Policy
- Other duties as assigned.

#### **Requirements:**

- Post-Secondary Diploma in Employment Counselling, Human Resources or Social/Community Service Work discipline; and
- Minimum three years of proven and successful related experience in a First Nations setting preferred; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Life Skills Coaching or Career Coaching considered an asset.
- Mental Health or Applied Suicide Intervention Skills Training considered an asset. (be willing to take)
- Must provide a clear CPIC
- Valid Driver's License

#### **Knowledge, Skills and Abilities:**

- Experience with computer programs (i.e. Microsoft Office, databases, email, etc.)
- Experience with common office equipment and working in an office environment
- Demonstrated experience in proposal applications for funding and grants and report writing
- Knowledge and understanding of federal programs and relevant legislation
- Ability to deal with clients using utmost tact and diplomacy
- Proven problem identifying and problem-solving skills
- Knowledge of codes, legislation and programs as they relate to a First Nation
- Knowledge of Indigenous histories (i.e. residential school, sixties scoop, colonization & impacts)
- Ability to create proposed budgets using projections and work within a balanced budget including variance reporting
- Ability to work within tight deadlines
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to liaise with stakeholders

- Ability to speak to groups
- Experience working with First Nation leadership, Board of Directors and employment service organizations
- Good listening skills with ability to empathize and establish rapport with citizens, co-workers and the various partner organizations.

**Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Personal Effectiveness
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

**Working Conditions:**

- Extended periods of sitting with moderate periods of concentration
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime or requirement to work in the evenings
- Working with tight deadlines

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississauga of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*