

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title:** **MISD Coach Training and Development**

**Department:** **Montana Integrated Services Department**

**Closes:** **Friday May 14, 2021**

Montana First Nation is seeking a highly motivated individual to work as the MISD Coach. As a member of the Montana Integrated Services Department (MISD), the incumbent will be required to participate in the “One Window Approach to Service Delivery”, and will be working with all MISD clients to coach and support them in all their plans towards independence. The MISD Coach reports to the MISD Director.

### **Duties and Responsibilities:**

1. Manage client load assigned by MISD Director regarding Employment Training and Development (ISETS and PSP) and the Job Corp Program, and will also assist, support and administer all program supports that fall under the MISD mandate.
2. Provide coaching, advice and support for all MFN members, including regular Case Conferences to support clients in training and development and/or Post Secondary endeavors and provide additional towards independence and self reliance
3. Will participate in the “one window approach” within MISD and must be willing to learn of all other programs under MISD in order to provide seamless services and supports to all MFN members, such as Income Assistance, PCAP, etc.
4. All other duties and responsibilities as it pertains to the Montana Integrated Service Department, and as directed by the MISD Director and/or CEO/COO
5. In addition, work with the MISD team as a contact person to liaise with all necessary stakeholders, including but not limited to ACDS, AKV, MESCC, Children’s Services, and any other partners as needed.

### **Qualifications and Requirements:**

1. Bachelor’s Degree or College Diploma in Humanities, Administration, Social Work or any other related areas will be preferred
2. **Minimum Grade 12 Diploma or GED is required**
3. Reliable transportation and a valid Driver’s License is required
4. Minimum 2 years related experience in Social Services, Education, Coaching and Career development and planning in a First Nations community
5. Excellent interpersonal and strong communication skills required
6. Must be able to resolve conflicts and provide necessary supports for areas such as Counselling, for example
7. Experience in a comparable work environment with similar scope, independence, responsibility and authority an asset
8. Must be experienced in working with First Nations
9. Strong organizational skills required with the ability to work under pressure, meet tight deadlines and handle competing priorities; ability to multi task
10. Must be proficient with computers and computer office programs, including key boarding and word processing
11. Ability to Case Conference to provide wrap around supports to MFN members needing assistance in any area of life
12. Knowledge and understanding of the Montana First Nation reserve, membership, language, culture and traditions
13. Knowledge of First Nation issues and Treaties will be an asset
14. Practice the utmost level of professionalism, be reliable and punctual at all times
15. Must be willing to sign and Oath of Confidentiality and must abide with all MFN Policies and Procedures for Employees

Please send your **Cover Letter, Resume, Criminal Record Check (CRIM), Child Welfare Check (CYIM), and 3 Employment References** to:

Montana First Nation – Administrative Manager (Personnel)

PO Box 70, Maskwacis AB, T0C 1N0

Phone: 780-585-3744 ext.226

Fax: 780-585-3264

Email: [leannelouis@montanafirstnation.com](mailto:leannelouis@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver’s License and all documents of proof of Education. Thank you!