

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Training Coach

Department: Montana Integrated Human Services Department

Closes: UNTIL A SUITABLE CANDIDATE IS FOUND

Montana First Nation is seeking a highly motivated individual to work as the MISD Training Coach. The MISD Training Coach will report directly to the Integrated Human Services Manager and the Integrated Health Services Manager of the Montana Integrated Service Delivery (MISD) and is responsible for assisting the MISD team in support and guidance to implement the Integrated Service delivery model. This model includes Service Needs Assessment, Employability Assessments, Service Plan Development, monitoring and client mentoring. The Training Coach will assist individuals to make informed choices to enable them to achieve and sustain their personal employment and career development goals. The Training Coach will support and mentor the client through provision of the post-employment supports and will both mobilize and coordinate other service providers in implementation of the clients Service Plan. Services are provided in accordance with the Employment and Social Development Case Management Model while maintaining strict compliance to Montana First Nation policies and procedures. Providing these services in an effective and efficient manner will ensure that the Department's Programs are in the best interest of the Montana First Nation members and their families.

Duties and Responsibilities:

1. Must assess employability of clients
2. Must learn, understand and implement the integrated service delivery model
3. Must assist and advise clients in developing individualized service plans to establish and achieve the client's employment and career development goals
4. Must provide clients with access to information on an array of programs and services pertaining to labor market information, work search, and career advice
5. Must provide case management and support services for and on behalf of individual clients to monitor, facilitate, and support their progress in meeting the goals defined in their individual service plan
6. Must assist with quarterly reports to be submitted to Indigenous Services Canada (ISC)
7. Must provide post-employment support
8. Must know and understand a variety of programs, policies and procedures including ISC Income Assistance program, Post-Secondary Education Program, ISETS Program, Provincial Human Services Program, Student Funding, etc.
9. Must know and understand all policy areas of MISD and know and understand the program requirements as it relates to MISD and program delivery
10. Maintaining reports and spreadsheets as requested and required as it relates to the MISD department
11. Must have knowledge of computers and computer programs for services including but not limited to, Microsoft Word, Internet applications, web browsers, Windows, Outlook, Excel, email, 360, etc.
12. Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures
13. Ensure proper procedures and protocols are adhered to as it relates to MISD program services
14. Create and maintain good working relationships with all
15. Must sign Oath of Confidentiality
16. Any other related duties as assigned by the MISD Integrated Services Managers

Qualifications and Requirements:

1. College or other post-secondary training in the Social Science field or Humanities are preferred
2. Must have a minimum of 2 (two) to 4 (four) years' experience in the field of Social Science or Humanities, and must possess Secondary School Diploma or GED Equivalent
3. Must possess a valid class 5 Driver's License and the ability to travel

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

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@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!