



# **PRE-EMPLOYMENT SUPPORTS PROGRAM COORDINATION JOB ADVERTISEMENT**

The Pre-Employment Supports Program (PESP) assist individuals on Income Assistance to become employed in their communities by goal setting and to provide training in order to maintain employment. Case management support include pre-employment preparation such as: Training, job placements, employment supports. Skills and Training. Work Experience. Academic training/education. It includes providing child care, counselling, assistance with job supplies, job coaching, teaching/developing skills.

## **Job Duties:**

- Coordinate the PESP workplan and department staff with all participants involved; First Nations I/As, clients, service providers, partnerships, ISC.
- They are to monitor the PESP department, from training, counselling, providing feedback, following the budget, know about the workplan in detail, ISC reporting.
- Reporting to management on the development/status of the program.
- Financial reporting to ISC the funder, attend meetings as required.
- Communicating and/or assisting with the delivery of training or education and placing I/A clients with job placements within each First Nation.
- Following up on a workplan activities and training with service providers/partners.
- Represent the program through events, tours and presentations as needed.
- Complete and maintain the required paperwork, tasks, data, tracking properly in a timely manner for ISC the funder.

## **Qualifications:**

- Grade 12
- Cree is an asset.
- Good communication and public speaking skills.
- Knowledge of computer programs; excel/word/power point/outlook.
- Knowledge of planning, organizing and monitoring.
- Knowledge and/or experience in Social Development On-Reserve Income Assistance program.
- Criminal Records & Child Abuse registry Check
- A valid driver's license.

**Deadline: May 6/2022**

**For more information or to apply, please email, mail or drop off resume marked  
"Personal and Confidential to:**

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