



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
FWCES PROGRAM MANAGER – FULL TIME

PROGRAM AREA:	ECONOMIC DEVELOPMENT/FOUR WINDS COMMUNITY EMPLOYMENT SERVICES
POSITION TITLE:	FOUR WINDS COMMUNITY EMPLOYMENT SERVICES PROGRAM MANAGER
REPORTING PROTOCOL:	REPORTS TO THE DIRECTOR OF ECONOMIC DEVELOPMENT AND TRAINING

POSITION DESCRIPTION: Under the direction of the Director of Economic Development and Training, the Four Winds Community Employment Services Program Manager is responsible for the management and administration of the Ontario Ministry Labor, Immigration, Training & Skill Development, Southern First Nation Secretariat and the Indigenous Service Canada First Nation & Inuit Youth Employment Strategy annual contribution agreements. The Program Manager is responsible for the development of annual program operating plans in compliance with the contribution agreements and strategic direction. The Program Manager supervises, provides direction to staff and oversees “Client Service Planning & Coordination” and ensures efficient and effective day-to-day operations of the Office and programs it offers.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post-secondary Degree/Diploma in employment counselling, career development or in a related field, such as human resources or social sciences; Public Administration and Policy.
- Professional development certification in related field with one-year progressive related employment history.

SKILLS REQUIRED:

- Knowledge of the Four Winds Community Employment Services programs offered.
- Office or Project supervisory experience.
- Senior Administration skills related to an Office environment.
- Knowledge of the Chippewas of Kettle and Stony Point Administration internal process including the Financial Management By-law, policies, and procedures.
- Excellent communication skills both written and oral.
- Leadership and team building.
- Own reliable transportation and valid driver license for local traffic requirements.
- Proficient in Microsoft Office Suite programs.
- Experience using the provincial CAMS reporting system preferred.
- Ability to work independently and as part of a team.
- Ability to multitask and prioritize tasks to meet deadlines.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN’ General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.

- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – NOVEMBER 28TH, 2024

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – FWCES Program Manager**
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT