

OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

Mentors

Term until March 31, 2019

JOB SUMMARY:

A mentor is an active supporter to the people participating in the Pre-Employment Supports Program (PESP) by providing guidance, advice, sharing of life experience, listening and at times, advocating for the client to the staff of the Social Services program. The mentor will assist with the person from start to finish when following a six-month case plan.

QUALIFICATIONS:

- A post-secondary education or equivalent of post-secondary and work experience
- Must have at least two (2) years office related work experience
- Must have reliable transportation and valid driver's license
- Knowledge of Indigenous Cultural Resources, Ceremonies and protocols is an asset
- Must have proficient office skills i.e. computer skills (Microsoft Office).
- Must have good interpersonal skills and teambuilding skills
- Must have organization and good time management skills
- Must be able to maintain confidentiality at all times
- Ability to speak the Cree language is an asset

Application Deadline: Friday, October 26th, 2018 @ 4:30pm

Please submit resume/cover letter to:

Courtney Hester, Personnel Administrator
P.O. Box 10880
Opaskwayak, Manitoba R0B 2J0
Phone: 204-627-7100
Fax: 204-627-7063
E-Mail: courtney.hester@opaskwayak.ca

*Please mark application "Personal and Confidential".
We thank all who applied, however, only applicants selected for interviews will be contacted.*