

# OPASKWAYAK CREE NATION

## JOB COMPETITION – EXTERNAL POSTING

### **Social Liaison Full Time/Term**

#### **JOB SUMMARY:**

Under the direct supervision of the Administrator, the Social Liaison effectively organizes, coordinates, and maintains the lines of communication between Social Services, Employment & Training and the intake workers. S/he will act as the middle person between both organizations to aid in streamlining programs, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible. S/he will also be expected to perform other clerical duties such as filing, photocopying, sorting, and distributing communication letters, memos, etc.

#### **QUALIFICATIONS:**

- Grade 12 diploma and/or equivalent
- A diploma or certificate in office administration is an asset.
- Must have at least two (2) years related work experience
- Must have proficient office skills i.e. computer skills (Microsoft Office).
- Good interpersonal skills and teambuilding skills
- Must be able to meet deadlines
- Ability to speak the Cree language is an asset

**Application Deadline:** December 18<sup>th</sup>, 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](mailto:courtney.hester@opaskwayak.ca)

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