



#11 1839 1st Ave Prince George, BC V2L 2Y8 Phone 250.564.9321 Fax 250.564.9521

JOB DESCRIPTION

Position: Employment and Training Coordinator

Reports to: TLFN Administration Manager

Responsibilities:

1. Promote an awareness and market Takla Lake First Nation employment services, programs and initiatives within the Takla Lake community. This includes:
 - a. Assist the Sasuchan advisory committee or TLFN Administration Manager in the development of local strategies
 - b. Conduct community information seminars and promotional activities
 - c. Coordinate marketing campaigns
 - d. Match career opportunities to community members
 - e. Maintain a knowledge of complementary programs offered by other governments or agencies
 - f. Work with Economic Development director to plan and prepare training initiatives that will collaborate with economic development plans
2. Prepare the documentation required by the funding agency by:
 - a. Preparing quarterly reports that include client and project activity and results
 - b. Ensure that all participant information forms (PIF) are filled out in a timely manner and submit the PIF forms to the funding agency
 - c. Maintaining the data entry requirements of the client files
 - d. Ensure that the proper coding is assigned to each file for the TLFN finance team
 - e. Establishing a 'success stories' pamphlet for the agency and the TLFN leadership
3. Provides individual and/or group career services to Takla Lake First Nation clients:
 - a. Collaborating with clients in assessing client employability



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- b. Assisting clients to define employment goals which address their needs
 - c. Assisting clients to develop a plan of action corresponding with their goals
 - d. Providing clients with occupational and labour market information
 - e. Assisting clients to make well informed employment decisions
 - f. Assisting clients with referral to other agencies
 - g. Completing appropriate documentation on all client contracts
 - h. Assisting the client to access incremental funding
 - i. Disseminating information to clients and groups
4. Provides assistance with application/proposal process:
- a. Assists clients with the application/proposal process
 - b. Assures that terms and conditions are known and understood
 - c. Assists in the development of appropriate training plans
 - d. Prepares the funding recommendations for the administration manager
 - e. Forwards applications to other TLFN departments where appropriate
5. Performs other duties in support of Takla Lake First Nation's efforts to assist clients:
- a. Assists and maintains effective liaison with committee groups, agencies and institutions
 - b. Advises Takla lake first nation management on special labour market conditions
 - c. Makes recommendations and improvements or modifications to criteria where necessary
 - d. Manages the Takla lake first nation allocation/incremental of funds for client services
 - e. Prepares reports on expenditures and contract results for the applicable committees at large
 - f. Participates on the administration committee



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Application Deadline: January 12, 2017

If interested in the Employment and Training Coordinator position please send your cover letter and resume to Frank Alec at taklaadminmanager@taklafn.ca. We encourage everyone to apply; however, only successful applicants will be contacted.