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**Job Opportunities**

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**Competition #0121-24**

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**Assessment Manager  
Atoskewin Success Centre  
(1) Full Time Permanent Position**

**THE POSITION:**

The Assessment manager will report to the Director of Employment and Training and supervise a team of staff. They will play an integral role in contributing and executing the strategic direction of The Assessment Manager. Will set and delegate clear priorities in the development of initiatives and programs. They will be responsible for the oversight of services, facility, and programs.

**DUTIES AND RESPONSIBILITIES:**

- Oversee and manage On Reserve services, Urban services and Miwasin Kikanow.
- Understand the vision, mission, and objectives of BATC Employment and Training. Our purpose is to decrease dependency with strong community presence, delivering client-based programs or services.
- Relate to the ONE STOP MODEL: ASSESS, TRAIN & EMPLOY, to clients, communities, leadership, staff, and partnerships. The Assessment Manager will attend meetings and host in services to communicate model
- Understand Saskatchewan Indian Training Assessment Group (SITAG), Ingenious Services Canada (ISC) and other funding agreements
- Understand the strategic visions and direction for the overall program including case management, and program evaluation.
- Manage Financial statements, general ledgers, and reporting
- Identify gaps in Urban Services, Pre-Employment Supports (PES), Social Assistance Employment & Training (SAET)
- Works closely with the Placement Manager and Program Manager in developing best practises, exit strategies and resources.
- Link or network with partners.
- Complete compliance and meet eligibility requirements.
- Reporting periodically to stakeholders.
- Assists with BATC events and community events.
- Attend meetings as requested.
- Other duties as required.

**QUALIFICATIONS:**

- BSW, B.ed, BCOMM, degree or diploma or relevant field and/or 5 years of work experience.
- Experience working with First Nations clients
- A combination of life experience, work experience and education i.e., Certificate in Aboriginal Employment Development
- Effective communication and interpersonal skills
- Ability to use computers and above average ability to utilize Microsoft Office applications
- Good communication skills, Ability to speak Cree is an asset
- Self-motivated with the ability to work independently and as a team.
- A valid driver's license is required.

**MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK**

**Closing date: Sept 29, 2022 - Please quote Competition # 0121-24**

Please submit **RESUME, COVER LETTER AND CPIC to:**

Human Resources  
Battleford Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, Saskatchewan S9A 1K3

Phone: 306-446-1400  
Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)

***Battlefords Agency Tribal Chiefs thanks all applicants, only those applicants chosen for an interview will be contacted.***