



Job Opportunities

Competition #0121-51

**Personal Development Coach
Red Pheasant First Nation
(1) Full Time Term Position
EXTENDED**

THE POSITION:

As part of the Employment & Training team, and under the direct supervisor of the On Reserve Coordinator, the PDC will conduct client assessments, focusing on community Clients. Personal Development Coach (PDC) will address and refer client to Programming, Placement, and other services, depending on the profile of client. The PDC will work closely with urban Services such as: Career institutions, Training facilities, Mental Health, Addictions, and other services to achieve client success.

DUTIES AND RESPONSIBILITIES:

- Create a rapport with each client and develop a case plan.
- Increasing job readiness and employability
- Identify training plans for clients, refer for tuition and living allowance
- Assist with planning and setup of urban readiness and employment programs/placement
- Continue active contact and follow up with mandatory case clients, determines if client is adhering to plan
- Maintains atoskewin data base
- Providing transportation to clients when needed
- Work as team with BATC Staff
- Adhere to BATC Personnel Policy and regulations
- Other duties as directed

QUALIFICATIONS:

- Experience in case management and/or work related experience
- Must have Grade 12
- Must have drivers license
- Knowledge of case management
- Knowledge of BATC Employment & Training and AANDC policies, structures, procedures, services, goal and objectives (Strategic Plan)
- Ability to handle high stress tasks, client assessment, family information, barriers,
- Ability to handle many projects simultaneously, prioritizing task and completing on schedule
- Knowledge of computer systems: database, excel, word,
- Ability to analyze and interpret findings, and concisely summarize
- May be required to work evenings or weekend
- Shuttle Driving if required
- Good communication skills: oral, verbal and written
- **MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK**

Closing date: May 18th, 2022 - Please quote Competition # 0121-51

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

**Human Resources
Battleford Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 1K3**

Phone: 306-446-1400

Email: humanresources@batc.ca

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