



Job Opportunities

Competition #0121-79

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

THE POSITION:

As part of the BATC Training & Employment team, and under the direct supervision of the Director of Employment & Training, the Placement Manager will supervise and implement placements for clients, who are ready.

DUTIES AND RESPONSIBILITIES:

- Understand the Vision, Mission, and objectives of BATC Employment & Training. Our purpose is to decrease dependency, with strong community presence, delivering client-based programs or services.
- Deliver and promote the ONE STOP MODEL: ASSESS, TRAIN & EMPLOY, to clients, communities, Leadership, staff and partnerships. The Placement Manager will attend meetings and host in services to communicate model.
- BUILD PARTNERSHIPS LOCALLY AND REGIONALLY for placement or employment options for clients or participants that are ready or best fit for employment.
- Assist with Secure services/programs for Job Readiness or increasing employability: such as Drug Testing, Drivers, Safety Tickets, ABE, GED, Tutor, Wellness/Life Skills, Shuttle, Community Projects, Support to Stable Employment etc.
- Supervision of staff
- Develop policies and procedures for delivering
- Understand the placement strategy and job market
- Plan and implement projects
- Manage Financial statements, general ledger, and reporting
- Seek other funding options and/or proposals that can enhance client or community success
- Other duties as directed

QUALIFICATIONS:

- Bachelor's degree or diploma or relevant field and/or 5 years of work experience
- Knowledge of ONE STOP CONCEPT: DECREASE DEPENDENCY, THROUGH ASSESSMENT, TRAINING AND EMPLOYMENT
- Knowledge of BATC & BATC Employment & Training policies, structures, procedures, services, goals and objectives (Strategic Plan)
- Ability to handle high stress, client assessment, family information and barriers
- Ability to handle many projects simultaneously, prioritizing task and completing on schedule
- Experience in Case Management, Partnership engagement/creation, and supervision/delivery of programs
- Ability to analyze and interpret findings, and concisely summarize
- Effective communication and interpersonal skills, ability to speak Cree is an asset
- Ability to use computers, and above average ability to utilize Microsoft Office applications
- 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: August 18th, 2022 - Please quote Competition # 0121-79

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

**Human Resources
Battleford Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca

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