

# **CROSS LAKE BAND OF INDIANS**

BOX 10, CROSS LAKE, MANITOBA R0B 0J0 PHONE (204) 676-2218

FAX (204) 676-2117 MAIN

FAX (204) 676-3155 CHIEF & COUNCIL

## **EMPLOYMENT OPPORTUNITY** **EMPLOYMENT & TRAINING ASSISTANT**

The Cross Lake Band of Indians is seeking 1 position under the Employment & Training Department.

**Position: EMPLOYMENT & TRAINING ASSISTANT**

### **DUTIES:**

- Assisting clients with the completion of Employment Insurance applications, inquires and Social Insurance applications.
- Keeping updated files for all clients utilizing the Employment & Training Services.
- Be familiar with Service Canada and Labor programs.
- Refer clients to local and outside employers seeking workers.
- Obtain information regarding post-secondary education, funding and training initiatives for clients.
- Be familiar with ISETS and database.

### **QUALIFICATIONS:**

- Grade 12 equivalent or Office Administration Diploma.
- Must have good computer skills.
- Be able to work in minimum supervision and regular hours.
- Ability to speak Cree will be an asset.
- Must be willing to act as a liaison between clients and Service Canada, Province, ISETS Program and other agencies.
- Must be willing to travel in community when required.

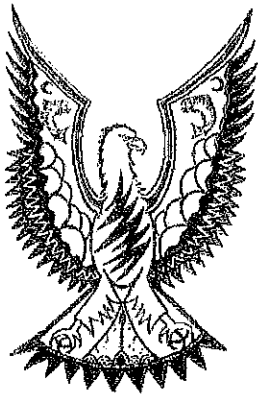
Please send resumes with a cover letter to:

**Christopher Ross**  
**Employment & Training Coordinator**  
**Cross Lake Band**

**Vivian Blacksmith**  
**Personnel Resource Worker**  
**Cross Lake Band**

**DEADLINE: March 18, 2022 @ 3:00 pm.**

**\*ONLY THOSE SELECTED FOR INTERVIEW WILL BE CONTACTED.**



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## EMPLOYMENT OPPORTUNITY EMPLOYMENT & TRAINING DATABASE ADMINISTRATOR

The Cross Lake Band is seeking 1 position under the Employment & Training Department.

### **POSITION: DATABASE ADMINISTRATOR**

The role of Data System technician is to provide technical support for Community Implementing Case Management system. As well, community may require support for individuals seeking employment opportunities at the local level. The Data Base Technician will provide professional services for the community while adhering to policies and protocols. All activities through E & T will reflect the requirements of the Contribution Agreement between Cross Lake and Service Canada.

### **QUALIFICATIONS:**

- Grade 12 equivalent or Office Administration Diploma.
- Must have good computer skills.
- Be able to work in minimum supervision and regular hours.
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- Must be willing to act as a liaison between clients and Service Canada, Province, ISETS Program and other agencies.
- Must be willing to travel in community when required.

### **DATA BASE DUTIES:**

- Maintain an updated computerized collection, tracking and reporting Data
- Maintain and ensure quality control of databases
- Utilize specified statistical software to analyze and interpret data
- Collect, Analyze, interpret and summarize data in preparation for generation for statistical and analytical report
- Ensure the security of data and data collection systems.

### **INTERNAL ACTIVITIES:**

- Adhere to policies and procedures
- Provide positive representation program in a professional manner at all times
- Participate and support Organizational & Regional initiatives and functions
- All other duties as assigned

**COMMUNITY ASSISTANCE:**

- Determine the specific needs of community and the assistance needed.
- Getting organized, making a list of all the clients that should be inputting through the financial documents

**FINANCIAL ADMINISTRATIVE SUPPORT:**

- Become familiar with cheque requisition, cheque generating and issuing process
- Assist with Year End Audit preparations
- Become familiar with the Finance Department accounting procedures and General Accepted Accounting Principles
- Back up Finance Support

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Cross Lake Band

Vivian Blacksmith  
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