



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinabek, Bingwi Neyaashi Anishinabek, Kiashke Zaaging Anishinabek, Michipicoten First Nation, Pays Plat First Nation, Pic Moberg First Nation, and Red Rock Indian Band.

Health Care Sector Project Co-ordinator – Thunder Bay

(1 Full Time Contract starting April 2021 to March 31, 2022)

You are sincere in your passion to assist in the development of a skilled Aboriginal workforce, through the provision of individual and community- based employment and training initiatives. You have demonstrated experience in providing excellent customer service skills and excel at embracing diversity while establishing rapport with clients. Your preferred post-secondary education in Business or Health or Social Science related programs is complemented with related experience. Ideally, you have office experience and are proficient with Microsoft Office.

Under the direction of the Executive Director and in co-operation with the Proposal & Partnership Development Officer, the incumbent will provide operational support as well as be assigned specific responsibility related to the organization's vision, mission, values and strategic plan that will serve the First Nation citizens of the Anishinabek Employment and Training Services (AETS) nine member participating communities. The role includes but is not limited to, working with staff, committees, stakeholders, participants and potential participants to:

- Support the co-ordination and implementation of the Personal Support Worker (PSW) and Pre-Health Training programs
- Recommend and help integrate marketing strategies to effectively promote the requirements of the respective programs in order to obtain ideal candidates
- Participate in strengthening recruitment, screening, selection and orientation of program participants, training providers and employer community projects
- Implement outreach strategies for participants to foster success in the program
- Monitor program budgets and participants throughout the duration of program, as well as completes compliance and other required program reports and/or proposals
- Works as a liaison between AETS and delivery partners, including but not exclusive to employers for future subsidized work experiences to ensure delivery requirements are fulfilled
- Assist in planning and delivery of Graduation program for participants
- Other duties as required

Qualifications: Post-Secondary Diploma/Degree in Business, Health, or Social Science related discipline is preferred. Experience in the Health Care sector and delivery of labour market programs; or a combination of education and training with minimum of 3 years of related work experience in labour market program delivery. Excellent interpersonal skills; a strong working knowledge of Microsoft Office; previous experience in working with First Nation clients; Must have a valid Class G Driver's Licence and willingness to travel. A criminal record check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references by Friday, April 16, 2021 at noon (12:00pm) via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those selected for interviews will be notified.