



# AETS

**Anishinabek Employment  
and Training Services**

**Your path. Our ways.**

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

## **Life Skills Officer – Thunder Bay, Ontario** (1 Full-Time Contract Position until March 31, 2027)

Anishinabek Employment & Training Services (AETS) provides education, training to employment programs and services to the on- and off-reserve members of nine participating First Nations. AETS operates in conjunction with the Indigenous Skills and Employment Training Agreement to support the Indigenous Skills and Employment Strategy between Service Canada and the Anishinabek.

You are sincere in your passion to assist in the development of a skilled Indigenous 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. The project involves building innovative pathways to Indigenous employment success, in a variety of areas including but not exclusive to the Addictions and Mental Health Sectors. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office products.

Under the direction of the Executive Director and Supervision of the Wellness Community Coordinator, the incumbent clarifies and identifies individual goals and then assists the individuals in attaining those goals related to entering or re-entering the workforce by providing them with tools and techniques to succeed. A variety of techniques and exercises will be offered to help make positive changes and to motivate individuals through training and development processes. The incumbent will be responsible to carry out the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member communities as well as other Indigenous Peoples.

**Life Skills Officer Duties:** The role includes working with staff, committees, stakeholders and clients for a wide variety of duties to:

- Teach life skills classes relevant for Indigenous Peoples
- Advise individuals with life situations that are barriers to employment (relationships, mental health, addictions, education, and employment)
- Coaching techniques and utilizes a case management approach, consulting with others on staff and/or representatives from supporting agencies
- Utilize case management tools, employment services and implementation of required programs
- Assistance and information to individuals on all aspects of employment search and career planning, with a focus on Soft Skills
- Counsel individuals regarding employment concerns
- Guidance for individuals in their overall life needs
- Support to enable as well as empower individuals to help themselves while maintaining a professional relationship with others
- Facilitating services for the delivery of a workshops by preparing for and implementing workshops
- Prepare and refer to applicable community services

- Establish and maintain effective relations with community partners
- Make recommendations regarding job development efficiency and effectiveness
- Other duties will be assigned as necessary.

**Qualifications:** Post-Secondary Social Work and/or Education Diploma/Degree preferred. Experience in service delivery of labour market programs including life skills; or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. Comprehensive understanding of Indigenous history, culture, and contemporary issues affecting Indigenous youth. Strong communication skills and an understanding of leadership, particularly its role in Indigenous – Canadian relations. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Excel, PowerPoint and Outlook; Valid Class G Driver's Licence and willingness for some travel preferred.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references) via [aets@aets.org](mailto:aets@aets.org). **Position open until it is filled.**

Recruitment Committee  
c/o Anishinabek Employment and Training Services  
523 Algoma Street North , Thunder Bay, Ontario, P7A 5C2

**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 interviewed will be notified.