



MIZIWE BIIK

ABORIGINAL EMPLOYMENT AND TRAINING

EMPLOYMENT OPPORTUNITY

Miziwe Biik Aboriginal Employment and Training is a non-profit organization, established as G.T.A.M.B. in 1991, our main objective is to provide employment and training services to the Aboriginal community in the Greater Toronto area.

Job Coach – Skilled Trades (8 Month Contract)

The Job Coach is responsible for engaging, advocacy and to encourage the Carpentry Pre Apprenticeship students. The position will be the point of contact between the educational facility and Miziwe Biik.

Duties and Responsibilities:

- Act as a point of contact for professors, tutors, parole officers and professionals within the context of the Carpentry Pre Apprenticeship Department as Job Coach,
- Work with students that have addictions and as a referral to the appropriate professional services
- Assist clients with the attaining resources that fit their needs including the provision of financial assistance when required (Band Funding, Ontario Works, Ontario Disability Support Program, Employment Insurance)
- Aid in the set up of positive networks within and out of the Aboriginal community and help connect students to events that create inclusion into the new setting
- Track progress of students and make suggestions to services the student is receiving
- Follow up on absences and make recommendations
- Update students files as needed
- Receive attendance sheets and submit to Manager
- Provide first contact counseling and connect students to professionals for further counseling
- Mentor, motivate and use effective methods to strengthen confidence and resilience.

Qualifications:

- Knowledge of the Aboriginal community,
- Knowledge of addictions and resources in the community
- Experience with mentoring/counseling
- Able to work under pressure on time restraints
- Attentive to deadlines with strong organizational skills
- Ability to recognize and solves problems in a timely manor
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- Understanding of the public sector and not for profit is an asset
- Ability to work individually with team goals in mind
- Confidentiality with client information with discretion based on court order or required by law
- Excellent communication and interpersonal skills.

First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter.

Please submit your cover letter and resume via email in MS Word format to: Human Resources: hrjobs@miziwebiik.com or by fax: 416-591-3602

Deadline date for application: *Until Filled*

We thank all applicants for their interest; however, only those selected for an interview will be contacted. **No phone calls please**

If you are invited for an interview and require access accommodation, please let us know in advance so that we can make adequate arrangements.