



EMPLOYMENT OPPORTUNITY

POSITION:	Director of Employment Services
DEPARTMENT:	EMPLOYMENT SERVICES
COMPETITION NUMBER:	2020ES-DES02
APPLICATION DEADLINE:	Open until filled
SALARY/WAGE:	Dependent on Qualifications
POSITION TYPE:	Permanent, full-time, 37.5 hours per week
ANTICIPATED START DATE:	As soon as possible
LOCATION:	Winnipeg Manitoba

Centre for Aboriginal Human Resource Development Inc., an Indigenous charity/non-profit human resource development organization is searching for a Director of Employment Services. The incumbent oversees the operations of Employment Services and is responsible for the supervision and training of the employment services staff and ensuring the goals and objectives of the department are met.

Responsibilities and Tasks

- Ensure the overall management of employment services including: CORE employment, Staffing Solutions, Indigenous People with Disabilities, and Community Outreach.
- Provide training, supervision, and leadership to Employment Services staff.
- Ensure employment counselors follow employment policies and procedures.
- Communicate, coordinate and work collaboratively with other departments of CAHRD and external stakeholders.
- Act as a liaison with employers, maintain and secure employment contracts, and manage relationships, including: chairing meetings, setting up community partnership sites and maintaining relationships.
- Develop recordkeeping procedures and manage appropriate internal records in accordance with compliance requirements, regulations, policies, and standards.
- Contribute to the Annual Operations Plan by setting goals, ensuring targets are met and budget management.
- Other responsibilities as required.

Education and Experience

- Bachelor's degree and 5 years of experience in a related field and/or a combination of 5 years of experience and related education.

Knowledge, Skills and Abilities

- A passion for helping people, and knowledge and understanding of the Indigenous community in Winnipeg.
- Strong leadership skills and ability to mentor and supervise staff.
- Knowledge of working and managing in a unionized environment.
- Ability to apply effective problem-solving with an understanding of conflict resolution and team building.
- Strong time-management, organizational, and communication skills.
- Working knowledge of Microsoft Office applications, database systems, and internet.
- Able to multitask and organize work efficiently in a busy work environment.
- Able to gather data, compile information, and prepare reports in a timely manner.
- Must have a valid driver's license and access to a vehicle.

Application Process

Submit your cover letter and resume citing competition number to employerrep@abcentre.org.

This position is subject to a criminal record check with a vulnerable persons sector completed by the Winnipeg Police Service and a child abuse registry check.

Administrative skills testing is mandatory as part of the application process.

Preference will be given to Aboriginal candidates (Status, Non-status, Métis, or Inuit). Only those selected for an interview will be contacted.