



APPLICATION DEADLINE: FRIDAY April 30, 2021 3:00 P.M.

EMPLOYMENT OPPORTUNITY
LMI Coordinator / Interviewer Worker

Position:	LMI Coordinator / Interviewer Worker
Classification:	Clerical & Administrative (CA-03)
Status:	Term 1 year – Ends March 31st, 2022
Salary Range:	\$37,618 - \$42,631.00
Department:	OW/LDM Training/Employment Hub Centre

M'Chigeeng First Nation is seeking an individual who has a thorough understanding of Employment and Training initiatives. Excellent communication and inter-personal skills, is self motivated, can work independently and in a team environment. If you have these qualities along with excellent working knowledge of computer software skill and knowledge of M'Chigeeng community dynamics and community members, then you may be a great fit for this position.

Reporting Relationship

The LDM LMI Coordinator / Interviewer Worker will work under the direction of the Ontario Works/LDM Department Manager

Position Summary

The Survey/Coordinator Interviewer will be responsible for participating in any training provided on specific survey instruments and processes and then recruiting, scheduling, and conducting interviews with members of the working age (age 15 and up) in the community. The survey focuses on current and previous employment experiences, education, and skills level of the community members. Interviews will be conducted by telephone, online- (Zoom, Teams, mail outs. The position is a term contract to assist the LDM Program – Labour Market Information and Skills Inventory Pilot Project in partnership with the Anishinabek Nation ISETA – Union of Ontario Indians. The position will be the lead role for the LMI Project to ensure the project meets goals and expectations.

Specific Skills:

- Follow computer-assisted interview modules and/or paper-copy guides
- Establish contact with potential respondents for interview by telephone, emails, mail, or in-person-(meets Covid-19 protocols)
- Set up appointments with potential respondents to conduct the interview
- Conduct interviews following the outline of the questionnaire either in person (meets Covid-19 protocols) by telephone, On-line (Zoom, Teams)
- Record answers on paper or enter directly into a computer database
- Compile the interview data and other data into reports and lists
- Check information collected for completeness and accuracy
- Code information collected and enter data into databases
 - Will take the lead role in the project to oversee all aspects of the project are maintained, ensure project is meeting deadlines.
 - Providing reports.
 - Supervise Activities

Qualifications and Requirements

Preferred

College Diploma in Office Management, Executive Assistant or Business Administration and 2-3 years related work experience

Minimum

High School Diploma, Administration/Secretarial Certificate Program or Equivalent and related training and work experience

Other

A high proficiency in Microsoft Word and Excel and other computer applications

Have good time management and organizational skills.

Is a conscientious worker, pays attention to detail and can work with minimal supervision

Excellent communication skills and maintains a high level of confidentiality.

Understands and is fluent in Ojibwe or is willing to learn Ojibwe is an asset.

Performs other related duties assigned from time to time.

Valid Driver's License and reliable vehicle properly insured.

Willing to work flexible hours and weekends.

CRC Rationale

Criminal Reference Check must be thirty (30) days current, certified copy, or original. The M'Chigeeng First Nation is committed to providing a safe and secure work environment, is in a position of trust and must strive to maintain the provision of a safe and secure environment. Therefore, candidates must have a record clear of occurrences and convictions relating to alcohol and drug involvement, fraud, theft, and assault related convictions.

Interested applicants must submit COVER LETTER, RESUME, THREE (3) CURRENT WRITTEN REFERENCES (2 Work-Related references from a direct supervisor/manager and 1-character reference) and education certifications by FRIDAY April 30, 2021 at 3:00 p.m. to:

LDM- LMI Coordinator / Interviewer Worker

c/o Art Jacko, Enaagdenjged
M'Chigeeng First Nation, P.O. Box 333
M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

LATE OR INCOMPLETE applications will not be considered.

For Job description, please contact Marlene Debassie at 705-377-5362 ext. 203 or marlened@mchigeeng.ca.