



Job Opportunities

Competition # 0117-21

BATC Personal Development Coach
(1) Temporary Full-time

THE POSITION

The BATC Personal Development Coach will be responsible to assess Social Assistance clients seeking employment. Under the direction of the BATC ESD Project Manager, the Personal Development Coach will advocate and mediate for client personal and social development. The BATC Personal Development Coach will work out of the BATC Social Development office on Saulteaux and Sweetgrass First Nations.

DUTIES AND RESPONSIBILITIES:

- Assess 18-24 Income Assistance Clients, and determine if employable.
- Build a mandatory case plan; utilizing employment and training programs, counselling services, NCB staff, FNJF and other community resources.
- Maintain case file, update database, authorize incentives, refer, and support clients.
- Continue active contact and follow up with mandatory case clients, determines if client is adhering to plan.
- Intervene and liaise with Social Assistance administrator for client eligibility.
- Provide updates and reports: number of clients assessed, clients with mandatory plan, clients with 1 year plan, clients referred to Placement, follow-up, clients faltering from mandatory plan.
- Advocate and mediate for client personal and social development.
- Work as team with Social Development Staff
- Adhere to BATC Personnel Policy and regulations
- Other duties as directed by ESD Program Manager

QUALIFICATIONS:

- The ideal candidate will be Post-Secondary Certified or with experience in case management. Consideration will be made for applicants with related technical post-secondary certification, plus extensive work experience.

EMPLOYMENT TERMS:

- This position will be a term employment contract (ending March 31, 2018)
- The position will be subject to an initial six (6) month probationary period and annual performance evaluation.
- Extensive travel and report to BATC main office on a weekly basis.

Closing date: August 10, 2017 - Please quote Competition # 0117-21

Please submit resume, cover letter and CPIC to:

Human Resources
Battleford Agency Tribal Chiefs
971-104th Street
North Battleford, Saskatchewan

Phone: 306-446-1400
Fax: 306-446-1308
Email: humanresources@batc.ca