



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Manager, Employment Services

Job ID	E5-46-74-FD-AA-1E	
Web Address	https://careers.indigenous.link/viewjob?jobname=E5-46-74-FD-AA-1E	
Company	Miziwe Biik Aboriginal Employment And Training	
Location	Toronto, Ontario	
Date Posted	From: 2020-02-12	To: 2020-02-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Languages	English	

Description

Job Posting: Manager, Employment Services

Position Type: Full-Time

Application Deadline: March 6, 2020 at 4:00 PM

GENERAL FUNCTIONS:

The Manager, Employment Service Department is accountable for the implementation of the Employment Ontario (EO) programs and services, including planning, delivery, and evaluation of department services in order for Miziwe Biik to achieve its mission of providing training and employment services to the Aboriginal peoples in the Greater Toronto Area so that they in turn attain a better quality of life.

RESPONSIBILITIES:

Supervise planning, monitoring and evaluation of all Employment Ontario services in the department
Manage budgets and outcomes for all Employment Ontario Programs

Oversee the development of curriculum and assist in the facilitation of the Aboriginal Pre-employment Development Program, according to the Service Agreement set out by Toronto Employment and Social Services (TESS)

Manage monthly team meetings with all department staff, facilitate communication of information and focus on achievement of outcomes

Advocate for clients in securing supportive resources required to enable them to attend the program, e.g., referral and advocacy for child care subsidies/services, housing, social assistance, health care services, transportation, etc.

Oversee the Employment Services Department operations, including conflict resolution w clients and/or staff

Represent Miziwe Biik on various committees including Employment Ontario Central Region, City of Toronto AES Working Group and others as assigned

Liaise with Local Delivery Mechanisms (band offices) nationally in regards to funding requests, client follow-ups etc.

Provide daily supervision of Employment Services Department staff, including recruitment, selection,

hiring and termination of staff

Contribute to team development within the Employment Services Department and conduct regular team meetings

He/she represents the organization externally, networks and liaises within the community and with funders for the purpose of establishing and enhancing positive partnerships.

QUALIFICATIONS:

Post-secondary education in related field such as human resources, employment and training, or at least four years of equivalent related experience

3-5 years of supervisory, managerial experience or program administration, with at least 2 years' service in senior level position

Demonstrated leadership and commitment to objectives consistent with the organization's core values

Understanding of Government Reporting Practices, Employment Ontario, TESS/Ontario Works

Understanding of Provincial Service Agreements

Understanding of Toronto Employment and Social Services Programs " OW/Ontario Disability Support Program

Experience developing and delivering Job Readiness workshops, including curriculum and materials development

Demonstrated knowledge and experience working with the Aboriginal community in the GTA, including the Aboriginal agency network

Working knowledge of employment and training needs and aspirations of the GTA Aboriginal community

Working knowledge of support services for clients, e.g., childcare, housing resources, etc.

Demonstrated ability with computer and internet technologies

Knowledge of current trends in the Canadian labour market

ATTRIBUTES:

Leadership skills

Problem-solving skills

Excellent multi-tasking, project management, organizational & time management skills

Flexibility

Excellent communication skills, both written and verbal

Team building skills

Experience

3-5 years of supervisory, managerial experience or program administration, with at least 2 years' service in senior level position

Education Requirements

Post-secondary education in related field such as human resources, employment and training, or at least four years of equivalent related experience

Additional Skills

Leadership skills

Problem-solving skills

Excellent multi-tasking, project management, organizational & time management skills

Flexibility

Excellent communication skills, both written and verbal

Team building skills

How to Apply

Please submit your cover letter and resume via email to Human Resources at hrjobs@miziwebiik.com.

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

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.