




Program Coordinator (Term)



Nuu-chah-nulth Tribal Council (NTC) is seeking a term (to March 31, 2025 – with the possibility of an extension), full-time Pre-employment Supports (PES) Coordinator. Along with program coordination activities, the PES Program Coordinator provides case management support to Social Development Workers' client services. Based out of Port Alberni, this position is under the supervision of the Manager of Social Development, within the NTC's Education, Training, and Social Development Department.

Responsibilities Include

- Work closely with Case Managers to support Income Assistance Clients to navigate the referral process for access to pre-employment training, client supports, and employment planning.
- Develop a work plan for the PES models, implementation, follow-up, and reporting.
- Ensure and assist Case Manager in the development of clients Employment Action Plans, Budgets, and Decision Forms.
- Develop resource material for client navigation and Social Development policy and procedures.
- Completing the ISC reporting requirements for the PES Program and other reporting requirements.
- Attend PES meetings/conference calls, and meetings with First Nations as required.
- Maintain PES client support files.

Preferred Qualifications

- Post-Secondary diploma in Health, Social Sciences, or Human Services plus 2+ years of supervisory experience.
- Strong computer skills with programs within the Microsoft Office Suite.
- Good communication skills (both written and oral), and effective teamwork skills.
- Ability to collaborate effectively and build and maintain positive relationships with internal and external partners to facilitate/co-ordinate programs, events, people, and tasks.
- Proven experience working with a database and reporting systems for government.
- Understanding of First Nations history, developmental challenges, and opportunities.
- Strong organizational abilities and experience balancing multiple projects.
- Possess a valid BC Driver's License and have daily access to a reliable vehicle.
- Provide references and an acceptable criminal record check.

Competitive salary based on qualifications and experience. Annual salary range \$63,000 - \$79,000.

Apply by **1pm August 8, 2024**, by sending your cover letter, resume, and three references (available to call) to:



Nuu-chah-nulth Tribal Council
Email: apply@nuuchahnulth.org

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council