



**Siksika Family Services Corporation**  
SIKSIKA EMPLOYMENT & TRAINING  
**JOB COACH-Meaningful Futures Program**  
Limited Term – Up to one year  
Closing date – April 30, 2021



**GENERAL STATEMENT OF POSITION:**

The Job Coach will be responsible for administering and delivering the Skills Link Program – Skill Enhancement activities.

**SUPERVISION RECEIVED:** Under the direction of the Siksika Employment & Training Manager.

**DUTIES AND RESPONSIBILITIES:**

- Facilitate Group Base Employability Skills.
- Develop effective job coaching and employment plans.
- Network within the Siksika and surrounding communities.
- Communicate with participants to understand their goals and ambitions.
- Assist participants to discover and overcome personal barriers and set goals.

**QUALIFICATIONS:**

- Certificate/Diploma in Career Development and/or career counselling or related education.
- Completion of computer training or demonstrated computer knowledge and skill.

**EXPERIENCE:**

- Previous experience working as a Job Coach.
- Skill and ability with computer knowledge, maintaining file systems and info gathering.
- Extensive computer knowledge, maintaining records, file systems and info gathering.
- Outstanding communication and interpersonal skills.
- Excellent organizational and problem-solving ability.

**WORK ENVIRONMENT:**

- Normal office conditions with some periods of high work volume.
- Requires face to face meetings with Siksika Nation member clients.
- Expectations of professional conduct during office hours and a positive attitude toward community at all times.
- Works with a team at varying capacities and also must be able to work independently in a group setting.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 036-2021

**IMPORTANT:** All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

**Please Note:** Only **complete** applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.