

Vuntut Gwitchin Government

A. **Identification:** PSE/ASETS Coordinator

Department: Education

Supervisor: Director

Date: April 2011

Status: Full-time

Level: 6

B. **Job Summary:**

Reporting to the Director, Education this position is responsible for administering the Aboriginal Skills Employment Training Strategy (ASETS) Sub agreement with CYFN and the VGG Post Secondary funding Programs. This includes following policies and operational plans for training development, marketing program and projects, budget management, Contact 4 maintenance, working closing with the administrator (CYFN) by maintaining liaison with business, organizations, Federal, Territorial and private sectors to create training and employment opportunities for VGG citizens & First Nation Members.

C. **Main Duties:**

Administering ASETS funds by:

- Preparing and submitting a yearly operational for use of HRDC-ASETS funds
- Developing, implementing, evaluating and adjusting policies and procedures
- Receiving training requests from clients, determining level of assistance to clients, and preparing and submitting paperwork to clients, VGG Finance, and training provider
- Monitoring clients as they take part in training and evaluating effectiveness in meeting client and ASETS goals
- Determining from client requests when group training should be organized and delivered and determining if funds are available
- Responding to requests from training partners for funds after evaluating value of training and amount of ASETS funds available
- Determining availability of funds for assisting employers and clients with wage subsidy
- Monitoring expenditure of funds and adjusting operational plan as needed
- Maintaining a Contact IV database of information about clients and training/employment activities undertaken
- Preparing and submitting quarterly and year-end activity and liaising with finance department to ensure financial reports are completed
- Reviewing at year end effectiveness of use of funds in meeting client and community needs

Supports training and employment activities and administering the VGG Post Secondary Education Program by:

- Developing employment goals and training plans with clients and ensuring client files are maintained to the appropriate standards set out by VGG polices and reporting and track training and results
- Providing support advisory and technical support to the VGG Education Committee

- Researching for the best means to provide group or individual training for clients in Old Crow or at other locations
- Discussing and negotiating details such as dates, costs, format, and content with the training provider
- Locating additional funding sources by submitting proposals or applications to organizations or agencies when required
- Discussing partnerships with employers who have employees with the same training needs and who can contribute funds to help with costs
- Advertising training activities, receiving individual tuition if required, arranging training venues, and locating clients who need the training
- Evaluate effectiveness of training in meeting needs
- Assisting with resume writing and job applications, and preparing clients for job interviews
- Organizing career fairs and counseling for individuals and groups
- Compiling and sharing career, employment, information on applicable topics, and training resources such as information pamphlets, college calendars, names of agencies, organizations, government departments, and websites
- Posting career and employment opportunities and training information
- Liaising with other PSE/ASETS Coordinators, other VGG Departments, employment insurance & training institutes personnel on behalf of clients
- Acting as a resource & makes recommendations in education related working or advisory groups

Performs administrative duties by:

- Preparing budget information for inclusion in the Vuntut Gwitchin Government Education Department budget
- Submitting reports and claims to third party funders, required by sub-agreements
- Preparing and submitting cheque requisitions, travel claims, receipts, time sheets and other documentation
- Drafting, word processing, editing, proofreading and finalizing documents as necessary
- Creating and maintaining filing systems set out by the funder(s) and VGG policies
- Performing other related duties as assigned to ensure department runs effectively

D. Job Knowledge and Skills:

Education

- Certificate or diploma in a post secondary program associated with administration, education, social sciences or sciences, or equivalence in experience and relevant training.
- Knowledge of effective administration procedures including basic book keeping and filing
- Knowledge of career counseling techniques
- Knowledge of project or event planning and implementation
- Knowledge of training course components
- Knowledge of training, education and employment resources

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to research, and write proposals and reports
- Ability to multi task
- Ability to develop and follow budgets
- Ability to deal with deadlines and constant interruptions
- Ability to negotiate partnerships for maximum benefit to VGFN

Specific Skills:

- Ability to create documents using MS Word, and MS Excel
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to create and maintain files
- Ability to analyze client and potential employer needs and develop training and employment opportunities
- Ability to understand training, education and employment processes and terminology
- Ability to counsel regarding personal and employment goals and know when to refer to other professionals

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light
- Ability to communicate effectively and diplomatically, both verbally and in writing with clients, co-workers, community residents, Vuntut Gwitchin citizens, agencies, partners and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, in providing appropriate support to clients, expending funds, and when organizing activities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting priorities and deadlines, and following directions from the supervisor. Proper delivery of ASETS is important for the credibility of the Vuntut Gwitchin Government. Effective support to clients who need training and employment is critical for the well being of the Vuntut Gwitchin First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Education Committee	Assisting, information exchange, providing services and receiving direction	As required
Clients	Assisting, information exchange, providing services.	Daily
CYFN	Information exchange; approvals; advice and guidance.	As required
Employers, Agencies, Organizations, Training Providers & other ASETS Coordinators	Information exchange; arranging services and activities	As required.

H. Positions Supervised: 0

I. Working Conditions:
This position is normally located in an office setting.

Spiritual:
Balancing traditional beliefs and practices with modern training and employment requirements.

Physical:
Approximately 70% of time using the computer
Travel approx: 4 trips per year long distance

Mental:
Regular need to meet a variety of needs for a variety of clients
Regular need to meet timelines and deadlines
Multi tasking duties

Emotional:
Dealing regularly with clients who are under personal stress, have low personal life skills or have varying social dysfunctions.

J: Conditions of Employment
Willingness to follow policies and procedures

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
---	---