

Vuntut Gwitchin Government

A. Identification: PSE/AHRDA Coordinator

Department: Education

Supervisor: Director

Date: September 2009

Status: Full-time

Level:

B. Job Summary:

Reporting to the Director of Education, the Coordinator is responsible for administering the Aboriginal Human Resources Development Agreement-AHRDA Sub Agreement and the VGG Post Secondary funding programs. This includes following policies and operational plans for training development and employment opportunities for VGG citizens. The position is also responsible for developing training strategies developing proposals for funding, marketing programs and projects, budget management, Contact 4 maintenance, target reports, education and return to work plans and working closely with the administrator (CYFN) by maintaining liaison with business, agencies, organizations, Federal, Territorial and private sectors to create training and employment opportunities for First Nation Members.

C. Main Duties:

Position duties require knowledge of training and educational institutions and programs available within the Yukon and Provinces, of education and training practices and procedures and principles and of education and training issues affecting First Nations people.

- Manages budgets for PSE and AHRDA including ensuring client files are maintained to the appropriate standards set out by the funder(s) and VGG policies
- Provides advisory and technical services to support education completion rates and entry or re-entry into the workforce including assisting with EI and EI training funds applications
- Plans and prepares training development strategy, marketing for programs, employment work skills workshops
- Makes recommendations regarding funding, education, community and staff (who are VGG Citizens) training
- Writes proposals
- Liaisons with training institutes and employment agencies and/or their respective committees as may be required or requested
- Provides monthly reports to Director and reports to funder, required by sub-agreements
- Liaisons with other PSE/AHRDA Coordinators also with VGG Departments to assist with employment and training requirements
- Keeps current on trends in employment and education maintains a library for the program
- Oversees work projects related to the position such as the Summer Student Program
- Determining availability of funds for assisting employers and clients with wage subsidy
- Monitoring expenditure of funds and adjusting operational plan as needed
- Discussing and negotiating details such as dates, costs, format, and content for clients in Old Crow and at other locations

D. Job Knowledge and Skills:

Knowledge and skills are typically acquired through completion of a diploma in Personal Management or Business Administration or FN management/Education or/equivalent combination of education, training and experience working with First Nations in training and employment, or human resources management, must have good MS office software, and a working knowledge of budgeting, report writing and awareness of local and regional workforce and economy including a good knowledge of VGG culture and traditions.

Good planning, organizational, communications and research skills are required. Good interpersonal skills are required to coordinate program initiatives, negotiate agreements with employers and agencies, and obtain maximum cooperation and participation from

E. Office Systems Equipment:

The employee must have standard computer skills including Contact 4, Windows, Internet, E-mail, word processing, and Excel. Position duties require working knowledge of general office procedures, filing, and word-processing and database management. Good organizational skills are essential as well as the ability to use a wide variety of office equipment.

F. Decision Making:

Goals and objectives for the position are established by the Director. Supervisor is available for more complex problems. The work of the position will be conducted in accordance with established laws, policies and procedures. Independent judgment is accepted within policy and procedures in re-occurring situations. This position has no signing authority.

G. Impact/Accountability:

The work of the position is primarily facilitative in nature; however, the work of this position directly impacts the effectiveness of the Department's management plans, programs, activities, boards, committees, policies, proposals, etc., and therefore has a direct impact on the overall mandate of VGG. The incumbent is fully accountable to the Director for the overall achievement of management goals and plans.

H. Key Personal Contacts and Nature of Contacts:

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

I. Positions Supervised: 0J. Working Conditions:

Interruptions occur often. Some concentration is required in performing duties under deadline. Due to the expectations associated with the position, the incumbent may often have to deal with

angry and emotional individuals or individuals under the influence of alcohol/drugs. The employee seldom has to work overtime, but may be required to provide supervision to employees working off-site (eg: workplace essentials skills program).

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.

K:

Conditions of Employment

Position requires confidentiality, empathy, tact, diplomacy, flexibility and discretion. A valid Class 5 Yukon Driver's License is required along with an annual driver's abstract. All VGG personnel policies and associated signatory from apply. Employee must have no criminal record as it relates to the position.

Position Approval

I approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

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>
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