



# STK'EMLUPSEMC TE SECWEPENC NATION

As represented by the Tk'emlups te Secwepenc and the Skeetchestn Indian Band

We Don't Have a Political Mandate, We Have a Responsibility, We are Yecminme7

## Employment Opportunity **Workplace Skills Instructor**

Stk'emlupsemc te Secwépenc Nation (SSN) consists of the Tk'emlúps te Secwépenc (TteS) and Skeetchestn Indian Band (SIB) which is a historical and traditional Caretaker Unit of the Secwépenc Nation. The SSN is the governing organization responsible for matters and projects within the SSN territory.

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### **WORKPLACE SKILLS INSTRUCTOR:**

SSN works to strengthen the economic-social aspect of their People and to capitalize on employment, education, training and business opportunities arising from the resource sector. Within SSN, the Employment & Training Department exists as an umbrella for the Pathways to Success training programs. These programs are in place to:

- Provide Indigenous learners and candidates access to opportunities that enhance essential and employability skills with industry specific training/certification;
- Reduce/remove the barriers faced by candidates when transitioning to employment and training;
- Create unique learning environment that blends traditional Secwépenc cultural values and a contemporary curriculum to enhance self-esteem, confidence, and personal growth.

### **Key responsibilities include:**

- Collaborate and take direction from SSN Employment & Training Coordinator on all matters related to candidate learning needs, barriers and employment and training opportunities;
- Develop and deliver effective workshops or individual sessions to build on candidates' employability skills; including but not limited to the following:
  - Develop Professional Cover Letters and Resumes Workshop
  - Prepare candidates for other forms of Workplace or Educational Assessments
  - Interview Preparation Workshop
  - Pathways to Driving (BC Class 7 and 4 Learners)
  - Training Initiatives
- Adapt and develop workplace and training curriculum to meet candidates learning styles and increases self-efficacy, self-confidence and employability skills;
- Meet with Industry partners to continuously adapt materials to prepare candidates and ensure candidates have the tools and resources to be successful at each stage of the hiring process;
- Administer the Test of Workplace Essential Skills (TOWES) Assessment and debrief candidates;
- Maintain accurate records of candidates' progress with the Employment & Training Dept.
- Develop and maintain a relationship with the candidates based on a high-level of respect and trust
- Respect confidentiality in discussing candidates, staff, and SSN matters
- Liaison and collaborate with SSN, Tk'emlúps te Secwépenc and Skeetchestn departments on training and employment initiatives;
- Any other duties relating to Employment and Training or SSN;

**Other preferred skills include:**

- A learner-centered teaching philosophy and experience with Indigenous learners;
- Excellent communication, teamwork, and time management skills;
- Adaptability and willingness to work flexible hours;
- Aptitude to engage students at all levels;
- Ability to teach across curriculum and in various instructional modes;
- Superior interpersonal, presentation and communication skills (written and verbal);
- Valid driver's licence and vehicle;
- Ability to work flexible hours (i.e., short-notice or extended hours).

**Other qualifications, knowledge, skills and abilities:**

- A degree, diploma, certificate or comparable education or work experience in adult education, preferably a Bachelor of Education;
- Experience in the field of Indigenous education and working with Indigenous adult learners;
- Curriculum development experience with ability to research, develop and facilitate training programs providing individualized curriculum;
- Proficient with Microsoft Office including Word, Excel, Outlook and PowerPoint;
- Experience with Client/Human Resources Tracking database systems and reporting;
- Preference will be given to members of the Secwépemc Nation or individuals of Indigenous descent;
- Applicants should have a strong understanding of Secwépemc culture, tradition and history.

**Remuneration:** \$50,000-\$60,000 based on education and experience. Includes an extended health and benefits package and paid vacation days.

**Hours of Work:** Full-time; Normal day shift – 7 hours. Non-normal shift may be required

**Position Term:** One-year contract, with the possibility of extension – subject to funding

Application Deadline: **February 1, 2023 or until filled**

Submit cover letter and résumé to the attention of: Jordann Hazelwood

**Stk'émłúpsəmc te Secwépəmc Nation**

**334 Chief Alex Thomas Way, Kamloops, BC V2H 1H1**

**Tel: 250 819-6144**

**Email: careers@stkemlupsemc.ca**

The SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.