

SUPPORT SERVICES
DEPARTMENT BOX
480, LA RONGE SASK.
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7736



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

PRE-EMPLOYMENT SERVICES LIAISON WORKER

CLOSED COMPETION

competition open for LLRIB Band members only

We are seeking a high energy and self- motivated individual to work out of the communities of Lac La Ronge Indian Band (Little Red River, Hall Lake, La Ronge, Sucker River, Stanley Mission, & Grandmother's Bay. Utilizing your diverse skill set and knowledge of community dynamics.

Key responsibilities:

- Assist LLRIB Pre-Employment Caseworkers with training, recruitment, and retention of Band Members for employment opportunities.
- Assist in maintaining a skills database, support implementing skill development training plans, and otherwise support capacity and skills development strategies for LLRIB Pre-Employment clients.
- Assist with community engagement and environmental stewardship initiatives.
- Liaise with Industry, mine sites, LLRIB, and Pre-Employment clients.
- Create and maintain statistical and informational reports

Education and Qualifications

- Grade 12 and two - three years of relevant experience
- Proficiency in use of Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat
- Must have a Class 5 driver's license.
- Have a reliable vehicle.
- Experience in Recruitment.
- Ability to speak Cree
- Equivalent combination of education and work experience considered
- Frequent travel on short notice.

Posting Date: October 27, 2017

Deadline for Applications: November 13,2017

Submit **cover letter** and **resume** including three (3) **work related professional references (excluding Chief & Council), one from your current or most recent Employer**, to:

Human Resource Office
Lac La Ronge Indian Band, Box 480
La Ronge, Saskatchewan, SOJ 1L0

Fax: (306) 425-2170
E-mail: hrinfo@llrib.ca

In the cover letter, please indicate permission to contact references.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check, and vulnerable sector screening check. Please be advised applications received without the proper documentation may not be considered.