



JOB POSTING: YELLOW QUILL FIRST NATION

Title: Employment & Training Services Coordinator

Status: Full Time Position

Reporting to: Director of Operations

Wage/Salary: Dependent on Experience

Closing Date: April 17, 2026.

POSITION SUMMARY

The YQFN Employment & Training Services Coordinator-through direct service to clients and in a client centred approach assessment and counselling of clients including members of the Yellow Quill First Nation, income assistance recipients and employment insurance clients to develop a plan of action which will help them attain their employment and training goals.

DUTIES AND RESPONSIBILITIES

- Explain program criteria and eligibility to clients regarding a wide variety of employment, training, and income support programs.
- Conduct individual and group career planning to determine appropriate education; training and employment goals, which may include integrated case management.
- Conduct workshops (such as programs and services information, job search, resumes).
- Develop and deliver workshops with individuals and groups.
- Develop materials and instruct groups in a variety of pre-employment programs.
- Assist trained and skilled clients to access employment which matches their needs with those of specific employers.
- Monitor client progress, amending training/career and financial assistance plans when necessary and ensure expected outcomes are achieved, i.e., client is no longer dependant on social programs.
- Assist clients to find, assess and apply career and labour market information relevant to them via research and use of multi-media tools.
- Measure access of client interventions through regular, diligent follow-up strategies and procedures.
- Provide case management to I.A. Clients to develop an action plan, determine barriers to employment and provide follow up services with clients.
- Maintain positive and professional relationships with ETS clients.

QUALIFICATIONS

- Grade 12 or GED or other equivalent
- Work experience in recruitment and client case management preferred.
- Experience Working with First Nation organizations preferred.
- Basic research skills required.
- Ability to interpret and implement policies.
- Effective communication skills with individuals at all levels of the organization
- Presentation and public speaking skills required.
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, and e-mail required.
- Ability to use general office equipment.
- Able to build and maintain lasting relationships with external stakeholders.
- Excellent time and project management skills.
- Must have a clear current CPIC, which identifies vulnerable sectors check.

Perform other duties as assigned.

Please submit a cover letter and your resume to:

ATTN:

Human Resources Coordinator

Yellow Quill Band Office

Fax: (306) 322-2304

Email: Shantel.Poorman@yqfn.ca

Box 40 Yellow Quill, SK, S0A 3A0