

# ONEIDA NATION OF THE THAMES

ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
N0L 2G0



TELEPHONE: (519) 652-3244      FAX: (519) 652-2930

## JOB POSTING

**Position:** Employment & Training Job Development Officer  
**Term:** Permanent Full Time  
**Department:** Employment & Training  
**Salary:** Dependent on experience  
**Posting Date:** January 9, 2018  
**Closing Date:** January 23, 2018

### SUMMARY

Under the supervision of the Employment & Training Administration Officer, this position will work as part of the Employment & Training service delivery team to manage client intake, assist with records management, interact with the public and attend meetings as required.

### QUALIFICATIONS

1. Bachelor's Degree or College Diploma in a related field, such as Psychology, Social Work or Education, required;
2. Post-Secondary Diploma relating to Counseling;
3. 2 years experience in a Counseling capacity;
4. 3-5 years of experience in services related to Counseling, or in a helping profession may replace formal education;
5. Knowledge of current recruitment trends and practices;
6. Experience in proposal preparation and report writing;
7. Solid knowledge of the labour market, workplace practices, job search strategies and techniques;
8. Must possess a valid Ontario Driver's License and access to a vehicle.

### CONDITIONS OF EMPLOYMENT:

The successful candidate will submit a VS-CPIC (within 1 year), prior to starting employment, at own expense and is required to provide copies of all applicable education qualification (certificates, diplomas, degrees).

### REQUIREMENTS:

1. Cover letter, Resume and three (3) recent Supervisory references. **Name & telephone numbers only.**

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office  
Human Resource Department  
2212 Elm Avenue, Southwold, Ontario N0L 2G0  
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted;**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference;
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- **NOTE: Applicants are encouraged to obtain a full job description by contacting the Human Resources Department @ 519-652-3244.**

**“People of the Standing Stone”**