

ORDER DATE **April 2, 2024**  
ORDER TAKER **Allison Campbell**

JOB TITLE **DIRECTOR OF EMPLOYMENT SERVICES**  
COMPETITION # **2024CM-DES01**  
NATIONAL OCCUPATION CODE **40030**

EMPLOYER **(CAHRD) CENTRE FOR ABORIGINAL HUMAN RESOURCE DEVELOPMENT INC.**

APPLICATION DEADLINE **\*\*\*\*\* OPEN UNTIL FILLED \*\*\*\*\***

WAGE AMOUNT **DEPENDENT ON QUALIFICATIONS**

POSITION TYPE **PERMANENT, FULL-TIME, 37.5 HOURS/WEEK**

CAHRD is a not-for-profit Indigenous-run organization dedicated to addressing unemployment among Indigenous people in Winnipeg. We offer a wide range of services, including adult education, professional and technical skills training, employment counseling, and job placement. Our commitment to success extends beyond employment, encompassing services such as on-site daycare, student housing, counseling, and health and wellness programming. By empowering Indigenous individuals with economic prosperity and self-sufficiency, we strive to create a brighter future for our community.

Join our leading team dedicated to empowering Indigenous communities. We are seeking a Director of Employment Services to lead and inspire our team. In this essential role, you will oversee the operations of our Employment Services department, ensuring our goals and services within the department are achieved with excellence.

The Employment Services department at CAHRD offers a wide array of services and supports to help Indigenous individuals prepare for and secure meaningful employment. This includes assistance with career exploration, referrals to education and training opportunities, job search strategies, referrals to employment, and customized service and employment referrals to recent post-secondary graduates and clients seeking professional employment.

As a key leader, you will be responsible for supervising and mentoring our staff, driving our mission forward through innovative strategies and a commitment to community development. If you are passionate about making a meaningful impact and have a talent for leadership, we would love to hear from you.

#### **Responsibilities and Tasks**

- Oversee and manage the full spectrum of employment services, ensuring effective delivery and alignment with organizational goals
- Lead, mentor, and develop the Employment Services staff through regular training, supervision, and performance evaluations
- Regularly review and update employment policies and procedures to maintain relevance and effectiveness
- Foster a collaborative environment by liaising with other CAHRD departments and external stakeholders to streamline operations and initiatives
- Build and maintain meaningful relationships with employers, negotiate and secure employment contracts, and oversee the establishment and management of community partnership sites
- Ensure data privacy and security in all recordkeeping processes
- Actively participate in the development of the Annual Operations Plan, setting realistic and achievable goals, monitoring progress towards targets, and managing the department's budget
- Keep informed on trends and developments in employment services and Indigenous community development to continually enhance service delivery
- Keep informed on labour market trends and outlooks
- Other responsibilities as required

## **Requirements**

- Bachelor's degree and 3 years of experience in a related field or an acceptable combination of experience and related education

## **Knowledge, Skills and Abilities**

- Deep-rooted passion for community service, coupled with a profound understanding of the Indigenous community in Winnipeg
- Exceptional leadership capabilities with proven experience in mentoring, supervising, and inspiring staff
- Experienced in navigating and managing within a unionized work environment
- Skilled in problem-solving, with a strong grasp of conflict resolution strategies and team-building techniques
- Highly proficient in time management, organizational tasks, and both verbal and written communication
- Proficient in Microsoft Office suite, various database systems, and internet-based research and communication tools
- Adept at multitasking and prioritizing tasks effectively in a dynamic work environment
- Competent in data collection, information analysis, and timely report preparation
- Possession of a valid driver's license and reliable access to a vehicle for work-related travel

## **Application Process**

Submit your cover letter and resume citing competition number, in one of the following manners:

1. Email [employerrep@abcentre.org](mailto:employerrep@abcentre.org)
2. Visit [www.cahrd.org/jobs](http://www.cahrd.org/jobs) to apply online

**This position is subject to a criminal record check completed with a vulnerable person sector search and a child abuse registry check.**

Administrative skills testing is mandatory as part of the application process.

**Preference will be given to Indigenous candidates (Status, Non-status, Métis, or Inuit). Only those selected for an interview will be contacted.**