



# FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4  
Phone (780) 828-2430 Fax (780) 828-4680

## ***JOB OPPORTUNITY***

### **PROGRAM FACILITATOR – Human Resources Department**

#### **General Description:**

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment to fill the full-time temporary position of **Program Facilitator**, reporting directly to the Fort McKay Employee Training & Development Officer. The Program Facilitator will be responsible for working with Steps Forward Program clientele in scheduling and assisting them during the assessment phase of the program. The Program Facilitator will also be responsible for the data entry of client assessment results into the Fort McKay Client Database. This is a full-time temporary position and is based on seventy-five (75) hours bi-weekly.

#### **Duties:**

- Manage day to day program activities communicating with Program Coordinator and Advisory Committee members as required.
- Provide basic administrative assistance to Steps Forward Program Coordinator and Advisory Committee.
- Supervise and guide the program clientele according to a structured schedule.
- Facilitate and assist clients as needed during the assessment phase of the program.
- Attempt to ensure that the basic needs of clientele are being met daily, including physical and emotional to help eliminate barriers to program success.
- Provide academic and coaching assistance to residents as needed.
- Provide or facilitate client transportation to meet program needs.
- Facilitate communication with clientele and the community.
- Pursue professional growth by making use of supervision and other professional development opportunities.
- Liaise with community professionals, parents and other caregivers to provide a continuum of service and program delivery.
- Attend Advisory Committee meetings as a resource person.
- Enter into Fort McKay Client Database information collected from clients using interview, case histories, observations, appraisal and assessment methods.
- Review notes and information collected to identify problems and concerns.
- Record and report program statistical data to Program Supervisors.

#### **Required Competencies:**

Candidates are required to have the following competencies:

- |                               |   |                                   |
|-------------------------------|---|-----------------------------------|
| • Strong Interpersonal Skills | • Job Knowledge                             | • Teamwork                        |
| • Adaptability                | • Productivity                              | • Managing for results            |
| • Dependability               | • Strong Computer Skills                    | • Planning                        |
| • Integrity/Ethics            | (proficiency with MS Office and data entry) | • Problem solving/Decision making |
|                               | • Client focus                              |                                   |

*We appreciate the interest of all applicants; only those selected for interviews will be contacted.*



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### **Qualifications:**

- Diploma of Counseling and 1-2 years' related work experience/ training in human resource development. An equivalent amount of education or experience may be considered.
- Knowledge of addiction and drug abuse issues and experience working with at risk youth are definite assets.
- Experience working with Aboriginal clients and organizations.
- Experience working with Myers Briggs, Birkman and other assessment tools.
- Emotional maturity and good judgment with empathy and understanding.
- Healthy lifestyle free of substance abuse.
- Excellent oral and written communication skills including active listening, conflict resolution, public speaking & writing skills.
- Possess effective time management skills; ability to multi task, organize, prioritize and decision make.

**Closing Date: *Open Until Filled***

**Please forward resume to:**

Attn: Human Resources

Fort McKay First Nation

P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: [bcourteoreille@fortmckay.com](mailto:bcourteoreille@fortmckay.com)

Fax: (780)828-4680 (attention Bonnie Courteoreille)

***Please ensure you indicate the job you are applying for***

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