



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Intake Support Worker – REPOST

CLASSIFICATION: Permanent- Full

WAGE: \$35,000 + Based on Experience and Education

DEPARTMENT: Community Preparation Centre

JOB SUMMARY:

As part of the CFN Community Preparation Centre team, and under the direct supervision of the Director of Employment, Training & Support, The Intake Support Worker will support the Intake Specialist. The Intake Support Worker will focus on community clientele assisting the Intake Specialist in their role. The Intake Support worker will work closely with the Intake Specialist to achieve client success. The Intake support worker will also oversee the Specialist position when needed.

QUALIFICATIONS:

- ✓ Must have excellent communication skills.
- ✓ Must have the ability to develop and maintain positive relationships with clients;
- ✓ Must have the ability to maintain a database.
- ✓ Experience and Knowledge in Computer skills and systems: dbase, excel, word, publisher and PowerPoint and Microsoft Office
- ✓ Must have knowledge of the CFN Community Preparation Centre policies, procedures, structures, services, goals & objectives.
- ✓ Must have the ability to handle high stress tasks.
- ✓ Must have the ability to multi-task.
- ✓ Ability to be flexible and adaptable.
- ✓ Must ensure all confidential matters remain confidential.
- ✓ Experience and knowledge in office administration duties: filing and phone etiquette.
- ✓ Must be willing to take Training and attend meetings.
- ✓ Must have a class 5 driver's license and a reliable vehicle.
- ✓ Must provide a CPIC with vulnerable sector check.

ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

Deadline to Apply:

November 17, 2023

Please send applications to:

human.resources@cowessessfn.com