



Liard First Nation Executive Council Office

PO Box 328, Watson Lake YT, Y0A1C0

Ph: 867.536.7901

Fax: 867.536.7910

Email: chiefandcouncil@liardfirstnation.ca

ALFA COORDINATOR JOB DESCRIPTION

Position: ALFA Coordinator

Department: Education and Employment

Type: Full-time; permanent

Salary: Salary is dependent upon experience and qualifications

Main Duties

1. Develop and monitor client employment placements to ensure ongoing success. This includes identifying and matching employers and clients; accompanying clients to employment opportunities; making regular contact with both clients, employers and client's social worker throughout and after the placement to assess the progress of the employment opportunity and determine if there are any issues to be addressed.
2. Provide job coaching supports as needed; working collaboratively with both clients and employers to address any issues and support clients with achieving their vocational goals; informing clients and employers of their rights and responsibilities under applicable legislation and program policies (i.e. Social Assistance Act and regulation; Employment Standards Act, etc.); and assisting clients with obtaining supplementary supports to maintain employment after a placement is concluded.
3. Provide support to assist clients with identifying and overcoming employment-related barriers, and in meeting the goals and objectives outlined in their individual vocational case plans.
4. Assist clients with employment opportunities based on their interests, skills, and strengths and the completed assessment(s); and provide incentives to both clients and/or employers to secure or maintain successful placements.



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5. Develop, approve, and manage employment placement contracts and funding agreements, including negotiating terms and conditions for contracts/funding agreements with employers; ensuring compliance with contracts/funding agreements requirements; approving payments to be issues; and monitoring and managing costs and budgetary expenditures.
6. Conduct outreach to potential employers to inform them about the Employment and Training Services (ETA) program and to encourage them to participate. This includes identifying new strategic employer and work sector partnerships; providing information about ETS and addressing any questions employers may have; and working with the Supervisor to address any concern or issues potential employers may have with participating.
7. Work with the Supervisor to identify the program gaps and needs, and to propose potential solutions for program and service delivery enhancement, including creating proposals and applying for other funding sources (i.e. other departments, governments, or private sector).
8. Recommend, refer, and support clients with accessing other resources necessary to support their individual self- sufficiency and vocational goals. This includes working collaboratively with others to recommend additional training or employment related funding according to the individual vocational case plan; accompanying clients with accessing other resources necessary to supporting self-sufficiency and meeting their individual vocational case plan goals; making referrals to other community-based employment/training service providers or other providers for pre-employment supports (e.g. assessments); working in partnership with other agencies and service providers (i.e. NGOs) to support common clients; and applying for employment related funding with and on behalf of client.
9. Research, design, develop, and deliver a variety of employment and training skills workshops for clients in coordination with other community agencies and service providers. This includes researching gaps and needs in training programming for clients; developing custom training/workshops for clients based on these identified



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gaps/needs; and working with other community organizations or agencies to develop and deliver workshops and training for clients.

10. Compile program and client data for statistical analysis and program evaluation purposes.

11. Maintain comprehensive client records in a manner that maintains client privacy and confidentiality and is consistent with the Access to Information and Protection of Privacy Act and Health Information Privacy and Management Act and other applicable legislation, regulation and policies.

To Apply

To apply to this position please submit a cover letter outlining your relevant experience and your resume to Amie Charlie, Director of Education, at amie.charlie@liardfirstnation.ca