

CHAMPAGNE AISHIHIK FIRST NATION

Identification: Employment Opportunities Program (EOP) Crew Lead Hand

Department: Community Wellness

Supervisor: Community Wellness Staff

Status: Seasonal Term

Date: April 29 2016

A. Job Summary:

Reporting to the EOP Coordinator this position provides supervisory skills to an EOP crew in a safe and productive manner; to complete community projects in and around the communities of CAFN; the projects will include, but not be limited to landscaping, laboring, painting houses, yard & community cleanup, carpentry construction and brush cutting; and as a Lead Hand, you are expected to work directly on the projects along with the rest of the crew.

B. Main Duties:

1. Provides supervisory skills to a crew by:
 - supervising the Employment Opportunities Program work crew to complete work plan of projects on time and within budgetary constraints.
 - monitoring and reporting on project progress
 - ensuring the safety of the crew
 - Document attendance of work crew
 - submit and ensure accuracy of bi-weekly time sheets
 - Maintenance of tools and equipment, including regular inventory

2. Complete community projects in and around the communities of CAFN by:
 - ensuring that the work crew completes tasks such as painting houses, various carpentry projects, landscaping, brush cutting/slashing, chimney cleaning, and exterior window cleaning and yard cleaning for elders and other tasks as required.
 - Coordination with the EOP Coordinator for direction on the completion of a variety of projects for several communities within the Traditional Territory of CAFN, including: Klukshu, Aishihik, Champagne, Canyon, Takhini and Haines Junction.

3. Mandatory participation in all wellness workshops, courses and Land Based Healing Camps

C. Job Knowledge and Skills:

Education and Experience

Work experience as a foreman or a crew boss
Wellness training would be an asset

Job Knowledge

Knowledge of Yukon Occupational Health and Safety Regulations

Management Skills

Ability to instruct and train crew members.
Ability to provide leadership with tactfulness and integrity.
Ability to coordinate a wide variety of projects and personnel.
Ability to supervise.

Specific Skills

Ability to operate and maintain a variety of small machinery, skill saws, chainsaws, drills, etc. for the purposes of construction tasks.
Must have a valid Driver's License (class IV preferred)
First Aid + CPR
Good carpentry skills are required.
Possess good communication skills to receive direction and report to supervisor.

Interpersonal Skills

Ability to build and work in a team environment.
Ability to work independently and efficiently.
Ability to motivate self and others

D. Decision Making:

Goals, objectives and long term priorities for this position are established by the Community Wellness Team under the direction of the Community Wellness and the program is coordinated by the EOP Coordinator, who has decision making authority for the program and supervises the

foreman and the crew. The incumbent is responsible for the day to day management of the program in achieving program objectives.

E. Impact/Accountability:

The incumbent is accountable for ensuring an efficient and effective Employment Opportunities Program. Delivery of program reflects on CAFN communities.

F. Key Personal Contacts:

Who
Community Wellness Staff
EOP Coordinator

G. Positions Supervised:

Employment Opportunities Program work crew

H. Working Conditions:

Outdoor conditions and physical work: must have the ability to lift 50lbs; some travel to CAFN communities; and multiple reporting. Will on occasion work in a remote camp setting for up to ten days at a time.

I. Conditions of Employment:

A valid Yukon class 5 driver's license
Current First Aid certificate

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Supervisor's Supervisor

Date

EOP Crew Foreman

Supervisor

Date

Employee

Date