



Manitoba First Nations

SchoolNet

A division of the Keewatin Tribal Council

**MANITOBA FIRST NATION
SCHOOLNET
YOUTH INITIATIVE**

HIRING PACKAGE 2017-18

Hello and welcome to another session of the Manitoba First Nations Youth Initiative, funded by Aboriginal Affairs and Northern Development Canada. You are receiving this package because your organization has been approved for a youth intern position. This package contains information to help you advertise, recruit and select an eligible youth from your community to participate in the program.

This package includes:

- A job posting for a youth intern which you can customize and use to advertise the position in your community
- A job description that contains more information on the activities the youth is expected to perform to achieve the goals of the program
- Interview questions to assist in the selection of a youth
- The MFNS HR Policies that youth interns are expected to adhere to
- A job application for prospective youth interns
- A list of the eligibility requirements that the youth must meet in order to qualify for employment under the program.

Once you have identified a potential candidate, please forward a copy of their cover letter, resume, and job application responses to our office to begin the approval process.

If the youth is approved, we will draft a letter of offer for the youth. This letter of offer will include the terms and conditions of employment as well as tax, payroll and other required forms to be filled out and returned to our offices before the youth can begin their work term. Payment for any work performed by the youth before receiving written authorization from Manitoba First Nations SchoolNet will be the responsibility of the host organization. No Exceptions.



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PERSONAL INFORMATION:

First Name: _____
Middle Name: _____
Last Name: _____
Address: _____

Phone Number: _____

Email Address: _____

Position Applied For: **Youth Intern** **Regional Coordinator**

ELIGIBILITY CHECKLIST:

You are:		
Between ages 15 - 30	Y	N
In receipt of EI benefits	Y	N
Returning to school after the program	Y	N
Willing to work on reserve	Y	N
Legally entitled to work in Manitoba	Y	N

EDUCATION:

**Name and Address Of School - Degree/Diploma/Certificate -
Graduation Date**

SKILLS AND QUALIFICATIONS:

Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position

Employer: _____

Address: _____

Supervisor: _____ **Phone:** _____

Position: _____

From: _____ **To:** _____

Responsibilities: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____ **Phone:** _____

Position: _____

From: _____ **To:** _____

Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ **No** _____

References:

Name/Title, Address, Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: _____ **Date:** _____

I agree that all of the information provided is correct.

HIRING CRITERIA

YOUTH ELIGIBILITY

All prospective youth candidates are subject to final approval by the employer – Manitoba First Nations SchoolNet (Keewatin Tribal Council).

Funding for youth positions is subject to criteria of our funding partners:

- Candidates must be between 15 to 30 years of age;
 - Candidates must be legally entitled to work in Canada;
 - Candidates must be returning to school after completing the internship;
 - Candidates must have their Grade 12 completed;
 - Candidates must attend a **mandatory** training conference in October in Winnipeg;
 - Candidates must be of First Nations descent and willing to work on reserve;
 - Candidates must be entitled to work according to provincial legislations; and,
 - Candidates cannot be recipients of Employment Insurance (EI) (once the position has been accepted).
- All eligible candidates must have a **Social Insurance Number (SIN)**, **email address** and an open **bank account** before starting their work term.
 - Youth interns funded through the MFNS-YI program must not be employed under any other government-funded program while working with Manitoba First Nations SchoolNet.
 - Youth will be paid \$14.00/hour. Manitoba First Nations SchoolNet (Keewatin Tribal Council) will administer payroll and cover all employer related payroll costs (CPP, EI, Vacation Pay).
 - Youth interns must work 35 hours per week.
 - Overtime work and sick leave benefits will not be authorized using these funds.

INELIGIBLE ACTIVITIES

The following activities are ineligible and will not be funded through the MFNS Youth Initiative:

- Administration roles not directly related to the position, including clerical, reception
- Working from home
- Substituting
- Recess monitoring
- Lunch monitoring

Youth may not start their work term prior to receiving written approval from MFNS. Payment for any work done prior to the youth receiving and accepting a letter of offer becomes the responsibility of the host organization. NO EXCEPTIONS



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Employment Opportunity

The Manitoba First Nations SchoolNet-Youth Initiative is currently seeking energetic and enthusiastic leaders between the ages of 15 and 30 for the position of Youth Intern. The successful candidate will work to support participating organizations and schools in First Nations communities. This term position is set to begin August 1, 2017 and end on March 31, 2018 (or up to the **maximum** 800 hours).

Key Responsibilities:

- Provide training sessions to students, educators and community members
- Promote and Create awareness of the Manitoba First Nations SchoolNet Youth Initiative Program
- Offer technical support to the schools within the community served
- Web Page Support
- Required Activities for Manitoba First Nations SchoolNet Program

Successful Candidates should possess the following:

- Strong interest in Information and Communication Technology, and Community Development
- Computer knowledge (i.e. use software packages; knowledge of hardware & trouble shooting) or willingness to learn
- Strong written and verbal communication skills – ability to adapt to diverse environments and work with individuals from various age groups
- Ability to work independently as well as a member of a team
- Time management, organizational, and project management skills are essential
- Demonstrated community commitment through volunteer and other efforts

Requirements:

- Must be returning to school after internship is completed;
- Must be of First Nations descent;
- Must be willing to work on reserve;
- Must attend a mandatory training conference in October, in Winnipeg;
- Must have Grade 12 completed;
- Must be between 15 and 30 years of age ;
- Must not be in receipt of Employment Insurance benefits;
- Must be legally entitled to work in Manitoba.

JOB DESCRIPTION – Youth Intern

The primary purpose of this internship is to facilitate computer and Internet usage and provide support within the schools of the participating communities. The focus and degree of involvement with the listed activities will change and depend on the needs of the individual sites. Activities are as follows:

1. Provide training to students, educators and community members

- Offer 'on the spot' training or one-on-one training to students, educators and community members on general computer and Internet use;
- Plan and organize training sessions for specific target audiences on a regular basis (i.e.: educator's session, student session, community at large sessions, etc.);
- Survey students, educators and community members to determine their interests for sessions to be offered;

2. Promote and Create awareness of the school computer lab and internet access

- Create posters and pamphlets;
- Organize presentations for specific target groups (i.e. educators, students, parents, chief and council, etc.) to generate interest in computers and the Internet and its impact on the school and community at large;
- Encourage local media (i.e. community newspapers, radio stations, TV stations, etc.) to run stories about activities of the school and youth intern;
- Invite community members to partake in training and open labs, etc.
- Write feature stories about the lab or community news for the First Nations SchoolNet newsletter, local paper(s), etc.

3. Offer Technical Support to Schools, Educators & Administrators within the Community

- General maintenance of site computers (i.e. anti-virus and system updates);
- Installation of software (when necessary); and,
- Troubleshooting computers and peripherals within knowledge capacity and comfort level.

4. Web Page Support

- Create web sites (HTML based or otherwise) as needed for the site and other interested individuals; and,
- Assist in maintaining and updating CAP, community or school web sites.

5. Administrative Services

- Report status of sites (i.e. contact info, equipment inventory, office closures, holidays, etc.);
- Inform community members of open labs, training, etc.; and,
- Support activities of the site and the lab (i.e. become involved in day-to-day computer lab activities; provide technical support to staff, etc.)

6. Required Activities for Manitoba First Nations SchoolNet

- Participation in orientation and skills development sessions;
- Complete reports as necessary;
- Participation in Skills Development Assessment; and,
- Celebrating Success – write a story explaining how the presence of a youth intern has influenced or benefited your school and/or community.

7. Participation in Host Organization

- Working within host organization and,
- Involvement in special events.

MFNS HR POLICIES

Lunch Hours and Breaks:

- According to the minimum labour laws in Manitoba, individuals must have an unpaid 30-minute meal break for every five (5) consecutive hours worked. Individuals working five (5) hours or less are not entitled to a break.
- The youth intern will be paid for a maximum of 7 hours per day.

Wages:

- Youth intern positions have a wage of \$14.00/hour. All youth will receive 4% vacation pay (on gross amount) on every cheque.
- Manitoba First Nation SchoolNet will not cover the cost of sick days.
- Under no circumstance is there any over time to be worked; should the occasion arise the community is responsible for reimbursing the youth with appropriate compensation.
- Manitoba First Nation SchoolNet will send pay related correspondence (bi-weekly pay stubs, T4's, and ROEs (Record of Employment) to youth interns through regular mail.
- Pay will be **direct deposited** on a bi-weekly basis

Mandatory (paid) statutory holidays include:

New Years Day, Louis Riel Day, Canada Day, Remembrance Day, Good Friday, Labour Day, Christmas Day, Victoria Day, Thanksgiving Day, Boxing Day, Aboriginal Solidarity Day, Aboriginal Veterans Day

Notes:

Full time youth (35/week) will receive payment for 7 hours on a statutory holiday.

To be eligible for payment on a statutory holiday:

- Employee must work 15 out of the 30 days prior to the statutory holiday
- And be available to work the day before and the day after the statutory holiday