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| This document sets out the roles established for *Work Readiness: Hawk Lake*. It identifies the positions that contribute to implementation, duties associated with each role and reporting structures. The duties reflect the activities noted in the *Implementation Plan*. Edit the file to assign individuals to the roles or reorganize the responsibilities first and then assign individuals to the roles you establish in your program.  |

| Role | Responsibility | Name | Reports to |
| --- | --- | --- | --- |
| Manager  | Manages and monitors budgetEstablishes roles and responsibilitiesHires the team and prepares contracts and agreementsPrepares reports for the funder, if applicable  |  |  |
| Indigenous liaison | Identifies communities in which to offer trainingFacilitates access to communities Liaises with chief and council, local employers and community members Shares observations about implementation process and outcomes with the coordinator |  | Manager |
| Coordinator | Prepares an implementation plan and monitors the plan to ensure activities are carried outOversees all phases of implementationDesigns the program with input from the implementation teamArranges and monitors Skills for Success, occupational health and safety and occupational skills training (if applicable) and the work experience componentProvides updates to the managerSeeks approval from the manager for expenditures Supports instructors and troubleshoots as neededGathers information and observations from participants and the implementation team to identify program improvements  |  | Manager |
| Community representative(s) | Ensures that responsibilities in the Memorandum of Understanding (MOU) are carried outParticipates in staff orientation session(s)Leads recruitment and intake effortsMonitors attendance and follows up with participants, as requiredEnsures training allowance and wage subsidies are paidSupports implementation efforts carried out by the coordinatorShares observations about implementation process and program and participant outcomes with the coordinator |  | Coordinator  |
| Skills for Success instructor | Works with the community to select participants who would benefit most from participating, e.g., conducts intake interviews and administers skills assessmentsDelivers Skills for Success trainingTroubleshoots and reports on day-to-day matters related to trainingShares observations about implementation process, participant progress and program outcomes with the coordinator  |  | Coordinator  |
| Occupational health and safety instructor(s)  | Delivers occupational health and safety trainingTroubleshoots and reports on day-to-day matters related to trainingShares observations about participant progress and program outcomes with the coordinator |  | Coordinator |
| Occupational skills instructor(s) (if applicable) | Delivers occupational or industry-specific skills trainingTroubleshoots and reports on day-to-day matters related to trainingShares observations about participant progress and program outcomes with the coordinator |  | Coordinator |