|  |
| --- |
| 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 budget  Establishes roles and responsibilities  Hires the team and prepares contracts and agreements  Prepares reports for the funder, if applicable |  |  |
| Indigenous liaison | Identifies communities in which to offer training  Facilitates 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 out  Oversees all phases of implementation  Designs the program with input from the implementation team  Arranges and monitors Skills for Success, occupational health and safety and occupational skills training (if applicable) and the work experience component  Provides updates to the manager  Seeks approval from the manager for expenditures  Supports instructors and troubleshoots as needed  Gathers 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 out  Participates in staff orientation session(s)  Leads recruitment and intake efforts  Monitors attendance and follows up with participants, as required  Ensures training allowance and wage subsidies are paid  Supports implementation efforts carried out by the coordinator  Shares 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 assessments  Delivers Skills for Success training  Troubleshoots and reports on day-to-day matters related to training  Shares observations about implementation process, participant progress and program outcomes with the coordinator |  | Coordinator |
| Occupational health and safety instructor(s) | Delivers occupational health and safety training  Troubleshoots and reports on day-to-day matters related to training  Shares observations about participant progress and program outcomes with the coordinator |  | Coordinator |
| Occupational skills instructor(s) (if applicable) | Delivers occupational or industry-specific skills training  Troubleshoots and reports on day-to-day matters related to training  Shares observations about participant progress and program outcomes with the coordinator |  | Coordinator |