



# CAREER EMPLOYMENT COUNSELLOR

BAEC – Indigenous Skills and Employment Training Strategies (ISETS)



The Career Employment Counsellor supports Tsuut'ina Nation clients in achieving employment and training goals through career counselling, individualized case management, and delivery of job readiness supports and workshops

## Key Highlights:

- Full-Time Position
- Provides career counselling, employment planning, and barrier resolution support
- Develops individualized action plans
- Delivers one-on-one coaching and facilitates employment readiness workshops
- Connects clients to training, education, and community resources
- Supports Persons with Disabilities with targeted employment and retention strategies
- Maintains accurate client records and contributes to program delivery and events

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Career Employment Counsellor - REF#2604-01” in the subject line by April 15, 2026, at 11:59 PM MST

## Requirements:

- Post-secondary education in a related field or CCDP (or working toward), or equivalent experience
- Experience in career counselling, employment services, or client support
- Strong communication, organization, and interpersonal skills
- Valid Driver's License and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# KITCHEN COOK

## Tsuut'ina Daycare



The Kitchen Cook prepares and serves nutritious meals while maintaining a clean, safe, and organized kitchen environment within the daycare

### Key Highlights:

- Full-Time Position
- Prepares daily meals and snacks following established menus
- Maintains high standards of food safety and sanitation
- Manages kitchen cleaning, inventory, and food storage
- Supports overall kitchen operations and daycare environment
- Interacts positively with children and staff

### To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Kitchen Cook - REF#2604-02" in the subject line by April 22, 2026, at 11:59 PM MST

### Requirements:

- High School Diploma with two (2) years of culinary experience
- Knowledge of food preparation and safety practices
- Food Handling Certificate (asset)
- Strong organization and reliability
- Ability to lift up to 40 lbs.
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# CUSTODIAN

## Tsuut'ina Daycare



The Custodian maintains a clean, safe, and well-functioning daycare environment through routine cleaning, maintenance, and facility support

### Key Highlights:

- Full-Time Position
- Performs daily and periodic cleaning of facility and grounds
- Maintains sanitation in washrooms, kitchens, and common areas
- Supports minor maintenance and identifies repair needs
- Assists with outdoor upkeep, including snow removal and yard care
- Promotes a safe and healthy environment for staff and children

### To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Custodian-REF#2604-03” in the subject line by April 22, 2026 at 11:59 PM MST

### Requirements:

- High School Diploma or equivalent experience
- Knowledge of cleaning, maintenance, and safety practices
- Physically able to perform manual labour
- Reliable with strong work ethic
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# MUSEUM DIRECTOR

## Tsuut'ina Culture Museum



The Museum Director provides strategic leadership to preserve, promote, and manage Tsuut'ina Nation's cultural heritage through museum operations and community engagement

### Key Highlights:

- Full-Time Position
- Leads museum operations, programming, and cultural initiatives
- Develops exhibitions and community engagement strategies
- Works closely with Elders and leadership to preserve heritage
- Oversees budgeting, fundraising, and partnerships
- Promotes Tsuut'ina culture at local and broader levels

### To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Museum Director - REF#2604-04" in the subject line by April 22, 2026, at 11:59 PM MST

### Requirements:

- Strong knowledge of Tsuut'ina culture, history, and traditions
- Leadership experience in cultural preservation or programming
- Experience with strategic planning and fundraising
- Strong relationship-building and communication skills
- Valid Driver's License and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check
- Must be drug and alcohol free

**\*\*Tsuut'ina Citizens Only\*\***



# SKILLS LINK JOB COACH

BAEC – Indigenous Skills and Employment Training Strategies (ISETS)



The Skills Link Job Coach coordinates and delivers employment programming for at-risk youth, supporting their transition into the workforce through training and work placements

## Key Highlights:

- Part-Time, Fixed Term Position
- Delivers employment readiness and life skills programming
- Coordinates classroom training and work placements
- Supports youth in overcoming employment barriers
- Builds partnerships with employers and community agencies
- Tracks program outcomes and supports reporting

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Skills Link Job Coach – REF#2604-05” in the subject line by April 23, 2026, at 11:59 PM MST

## Requirements:

- High School Diploma with experience in employment services
- Experience in facilitation and working with youth
- Knowledge of workforce readiness and barriers to employment
- Strong communication and leadership skills
- Valid Driver’s License and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# DIRECTOR OF FINANCIAL REPORTING

Tsuut'ina Finance



The Director of Financial Reporting leads financial reporting, compliance, and audit functions to ensure accurate, timely, and strategic financial information for organizational decision-making

## Key Highlights:

- Full-Time Position
- Oversees financial reporting, analysis, and month-end processes
- Leads audits, compliance, and internal control frameworks
- Provides leadership and mentorship to finance staff
- Supports strategic decision-making with financial insights
- Drives continuous improvement in financial systems and processes

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Director of Financial Reporting - REF#2604-06” in the subject line by April 23, 2026, at 11:59 PM MST

## Requirements:

- CPA designation with public practice experience
- 5+ years in a senior financial leadership role
- Knowledge of PSAS, GAAP, IFRS, and financial systems
- Strong analytical and leadership skills
- Valid Driver's License and reliable transportation
- Criminal Record Check



# CHILDCARE WORKER

Tsuut'ina Daycare



The Childcare Worker provides care, supervision, and developmental support to children while delivering engaging programming in a safe and nurturing environment

## Key Highlights:

- Full-Time Position
- Supports children's health, safety, and development
- Plans and implements educational and recreational activities
- Maintains documentation and child development records
- Supervises staff, volunteers, and playroom activities
- Builds positive relationships with families and community

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Childcare Worker - REF#2604-07" in the subject line by April 24, 2026, at 11:59 PM MST

## Requirements:

- Childcare Level 1 and First Aid/CPR certification
- Experience or strong interest in working with children
- Strong communication and teamwork skills
- Organized, reliable, and safety-focused
- Criminal Record Check, and Vulnerable Sector Check



# SUMMER STUDENT - WATER AND WASTEWATER OPERATIONS

Public Works - Utilities



The Summer Student supports the maintenance and operation of water and wastewater systems while gaining hands-on technical experience in utilities.

## Key Highlights:

- Part-Time, Fixed-Term Position
- Two (2) Vacancies
- Assists with maintenance of water and wastewater infrastructure
- Supports inspections, repairs, and facility upkeep
- Participates in safety procedures and field operations
- Maintains equipment, vehicles, and outdoor areas
- Gains practical experience in utilities and public works

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Summer Student - REF#2604-08" in the subject line by April 24, 2026, at 11:59 PM MST

## Requirements:

- Current high school or post-secondary student
- Mechanical aptitude and basic technical skills
- Physically fit and able to work outdoors
- Strong teamwork and reliability
- Valid Driver's License and reliable transportation