



**Regina Treaty/Status
Indian Services
(RT/SIS)**

An affiliate organization
of the Touchwood
Agency and File Hills
Qu'Appelle Tribal
Council dedicated to
serving First Nations in
the City of Regina.

To find out more about us,
explore our website at
www.fhqtc.com.

FIRST NATIONS EMPLOYMENT CENTRE CAREER ADVISOR

Regina Treaty/Status Indian Services Inc. (RT/SIS) is a non-profit organization that provides a range of programs and services to the First Nations population in the City of Regina. RT/SIS is an affiliate organization of the Touchwood Agency and the File Hills Qu'Appelle Tribal Council that serves 15 First Nations in Southern Saskatchewan and within the Treaty Four Territory.

The First Nations Employment Centre (FNEC) is a RT/SIS Inc. program that works toward the advancement of employment opportunities for First Nations' people. Under the general supervision of the FNEC Program Manager, the Career Advisor will provide urban First Nations' people with advocacy, employment and training services for the advancement of employment opportunities. The Career Advisor will case manage clients to assess training and educational needs, assist with goal setting and ensure they have defined career paths.

Applicants should possess the following:

- Diploma/Certificate in Aboriginal Employment Development or Business Management.
- Understanding of the employment needs of First Nations clients and employment opportunities available.
- Good working knowledge of various software programs.
- Knowledge of SITAG's Training Assessment System.
- Excellent interpersonal, communication, and organizational skills.
- Must possess CPR and First Aid certificates.
- Possess valid driver's license and reliable vehicle.
- Willing to work flexible hours.
- Willingness to learn and work with high risk youth.
- Proven administrative and case management capabilities.
- Must be able to pass security screening and maintain confidentiality.
- Knowledge of First Nations values, culture, traditions, and governance.

Application Deadline: July 11, 2025

Please submit resumes along with three employment references to:

Regina Treaty/Status Indian Services Inc.

4001 3rd Avenue North

Regina, SK S4R 0W8

Facsimile: (306) 352-7642

Email: HR@rtsis.com

Only those selected for an interview will be contacted.