# Our Role

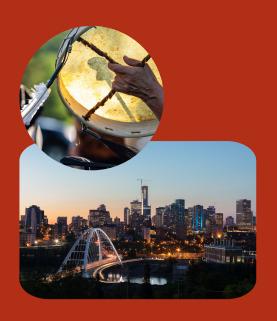
To help clients reach self-sufficiency through employment.

# Our Vision

Healthy, independant, and employed First Nations people.

# **Our Mission**

To provide training programs and employment services for First Nations people in the Edmonton metropolitan area.



### **Contact Information:**

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www.oteenow.com

# Hours of Operation:

#### **Office Hours**

Mon - Thurs: 8:30 AM - 4:30 PM Fri: 8:30 AM - 3:00 PM Closed at Lunch: 12:00 PM - 1:00 PM

#### **Intake Hours**

Mon - Thurs: 8:30 AM - 11:00 AM

1:00 PM - 3:30 PM



Oteenow Employment & Training Society provides services to First Nations people residing in the Edmonton Metropolitan area.





# What We Do

#### **Career Planning:**

We provide you the support and tools needed to develop a career path.

- · Career decision making
- Labour market trends
- Short and long-term planning

#### **Skill Enhancement:**

Focuses on the skill and competencies needed to perform in a specific occupation through:

- Occupational skills
- Technical competencies
- Previous employment experiences

#### Job Search:

We assist with creating employment action plans:

- Networking with employers and Oteenow's industry partners
- Resume & cover letter writing
- Job interview skills development to meet employee expectations

#### **Financial:**

Financial assistance may be available to eligible applicants.

# Training Opportunities Offered:

Pre-apprentice Training



Digital Arts and Media



**Heavy Equipment Operation** 



Office Administration



**Professional Drivers Training** 



Safety Tickets and Safety Training



# **Application Process**

To Apply: Walk-In Service

- · Register with reception
- Service needs assessment with a Career & Employment Counsellor (CEC)
- Funding applications have a
  4 6 week reviewing period

#### **Eligibility Criteria**

- Must be First Nations
- Must reside in the OETS geographical area
- Must be unemployed or underemployed
- Entering an occupation with an opportunity to obtain employment
- Develop and commit to an action plan