

## Our Services

**FireSpirit** is a new joint venture company owned by Manitoba Keewatinowi Okimakanak, the organization representing Manitoba's northern First Nations, and Protegra, a Winnipeg-based business and technology company.

**FireSpirit** delivers human resources services to help Aboriginals and northern Manitobans find employment and help employers hire qualified employees. Capacity builders and human resources specialists using the FireSpirit system, a web-based application and database, bring together job seekers and job opportunities.

At the heart of our mission are PEOPLE: to connect with people, to understand their needs, and to help them achieve their career and employment objectives.



## We offer:

### COMMUNITY CAPACITY BUILDING

#### *(Job Seekers and Communities)*

Working with job seekers in communities and collaborating with existing human resources to coordinate training and development is what FireSpirit does best. Our capacity builders will prepare job seekers for employment, and increase the effectiveness of training – the right skills at the right time – to better secure and sustain jobs.

#### **Our services include:**

- skills inventory and profiles
- needs assessment (community, employer)
- skills-needs gap analysis
- creation of development plans (individual, community, regional, provincial)
- personal coaching of job seekers, and support in executing development plans
- training coordination, monitoring and quality assurance
- case management and reporting to support other programs (AHRDS, HNTI, etc.)
- FireSpirit Co-op Program

Services contracted by a community can also be extended to those living outside of the community (e.g. off reserve). Service packages can be customized to fit the needs of each community, depending on existing capabilities and resources.

### JOB SEEKER REGISTRATION AGENCY

#### *(in support of Wuskwatim, Keeyask and Floodway projects)*

FireSpirit is finalizing a plan to assist Aboriginal and northern Manitoba job seekers to complete and submit their profiles to Manitoba Employment Services' Job Referral System. FireSpirit will maintain contact with job seekers and coordinate interviews with potential employers.

#### **These services will include:**

- Administrative assistance to help job seekers navigate the application process
- Submission of profiles and applications to ETS (JRS)
- Communication and coordination via Web, e-mail, chat, fax or mail
- Information to communities and job seekers about upcoming job opportunities

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**Please contact FireSpirit to obtain additional information and to discuss the fee schedule:**

#### **FireSpirit Inc.**

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### EMPLOYER SERVICES

#### *(Job Opportunities – Recruitment)*

FireSpirit's comprehensive recruiting services assist employers in hiring Aboriginal employees and executing their Aboriginal workforce strategy, and at the same time assist Aboriginal and northern Manitobans in securing employment. However, our job referral services are open to all job seekers. The FireSpirit system can support compliance to hiring agreements.

#### **FireSpirit will help connect potential employees with job opportunities (employers) by:**

- Developing job postings and advertising on the FireSpirit website and in communities
- Searching, screening, referring, and matching job seekers to job opportunities
- Forecasting opportunities and skills needed
- Developing pools of skills / areas of core competencies where and when needed
- Helping employers execute their Aboriginal workforce strategy
- Providing access to the FireSpirit system and database

FireSpirit offers a 3-month placement guarantee. FireSpirit also promotes employee retention by collaborating with communities and employers to create mutually compatible development and recruitment strategies.

#### **FireSpirit can customize this offering to include:**

- Consulting services to develop and execute Aboriginal workforce strategies
- Sensitivity and diversity training to help integrate Aboriginal employees into the company's workforce
- Assistance and follow-up in integrating new Aboriginal employees, to address potential barriers that may jeopardize a successful employment relationship
- Services to help link employers and communities
- FireSpirit also offers capacity building services to an employer's existing workforce as your contract training and development coordinator

### BASIC JOB REFERRAL SERVICES

#### *(Job Seekers and Employers)*

The FireSpirit system collects profiles and résumés from job seekers and information about job openings from employers. FireSpirit staff can then contact both parties about their job needs, identify a suitable match, and connect job seekers and employers to begin the interview process.

Job seekers receive this service at no charge; employers are charged a fee for posting job opportunities in the FireSpirit system.