

ARE YOU A LOCAL BUSINESS LOOKING TO HIRE
A SUMMER STUDENT? LOOK NO FURTHER!

QALIPU YOUTH SUMMER EMPLOYMENT PROGRAM

Hire an Indigenous Student between the ages of 15-29 returning to full-time studies in September 2022 with a wage subsidy from Qalipu First Nation!

**APPLICATIONS OPEN TO EMPLOYERS
UNTIL **APRIL 1ST, 2022 | 4PM (NDT)****

To apply, employers must fill out the YSEP Employer Application located on our website. A letter stating how a summer student would be beneficial to your organization and the community must also be included.

For more information please visit:
www.qalipu.ca/youth-programs/

Youth Summer Employment Program (YSEP)

Program Objective

The Youth Summer Employment Program is a partnership between the Government of Canada and QFN that provides Indigenous Youth with an opportunity to gain employment with local employers during the summer months. The aim of this program is to improve employability skills and provide tools that help youth advance their education.

Eligible Employers (Applicants)

QFN accepts proposals/ applications from community organizations who are interested in providing meaningful summer employment to Indigenous Youth.

Interested employers must submit a completed YSEP application and attach any required supporting documentation by the April 2nd deadline. Notification will be sent from Education and Training by the end of April for successful employers.

Employers who successfully obtain a summer student through the YSEP program are responsible for recruiting and hiring an eligible Indigenous Youth to fill the position. The successful candidate must be approved by Education and Training prior to being offered the position.

Eligible Students (Employees)

Eligible students must be:

- Registered as a current full-time student;
- Planning on returning to full-time studies in the fall;
- Between the ages of 15 and 29 (inclusive); and
- An Indigenous person. Both status and non-status Indigenous may apply; however, priority will be given to registered members of QFN.

NOTE: Qalipu First Nation will target students living in each of the nine (9) wards: Benoit's Cove, Corner Brook,

Exploits, Flat Bay, Gander Bay, Glenwood, Port au Port, Stephenville and St. George's.

Employer Responsibilities

QFN will be responsible for financial management of the student. Any expenses over and above minimum wage will be the responsibility of the employer. If approved, the employer will be responsible for the following:

- Recruiting and selecting a student that meets the eligibility criteria and ensuring that the student application and all necessary documentation is submitted to Qalipu First Nation;
- Ensuring student completes a Qalipu Employee Information Form and Banking Information Form before employment begins;
- Providing adequate supervision to the student and ensuring a safe work environment;
- Providing any tools or materials;
- Providing any necessary training;
- Providing weekly time sheets (due each Monday at noon);
- Providing weekly reports consisting of but not limited to: the student's day-to-day activities and an overview of the student's performance; and,
- Ensuring the summer student completes a survey during the last week of their employment.

Wage

Qalipu First Nation is responsible for minimum wage and MERC. Any expenses above minimum wage are the responsibility of the employer.

- In most circumstances clients will only be approved one summer student per position, with each position up to 7 weeks in length.
- Student must be a member of QFN with a valid SCIS card, self-identify as a member of QFN, or self-identify as Indigenous (QFN status members will receive first priority)

Youth Summer Employment Program (YSEP)

Student Selection Process

The employer is responsible for the recruitment and selection of the summer student. If an employer requires more than 1 summer student, they must indicate so under additional information if the job title, description, hourly wage, weekly hours and number of weeks are the same. If an employer is seeking more than 1 student for different positions, they will need to provide an application for each position.

Approvals should be finalized by the end of April. Successful employers will be notified the following week; however, approvals may continue into June and early July to fill declines.

Employers will be given until noon on the third Friday of May to recruit and select an eligible student. Student application forms, student resumes, student cover letters, and student's confirmation of full-time studies must be received by 4:00 P.M. on the last Friday of May. If more time is needed, QFN must be advised.

If an approved student declines a placement or terminates early, the Employer must notify QFN immediately. The employer may NOT fill the position with another student unless granted approval by QFN.

Employer Application Process

The Employer must complete and submit a Youth Summer Employment Employer Application. The following documents are required:

- Completed Employer Application form;
- A letter from the organization addressed to the YSEP Selection Committee detailing why a Summer Student would be beneficial to your organization and the community;
- Once a student-employee has been selected by the employer, the employer must provide documentation from the student to QFN to ensure they are a suitable YSEP Candidate.

All applications and supporting documentation can be either mailed, hand-delivered or emailed to the Employment Coordinator at the following address:

Education and Training Department
Attention: Yvonne MacDonald
P.O. Box 460
St. Georges, NL
A0N 1Z0

ymacdonald@qalipu.ca