



SHEGUIANDAH FIRST NATION JOB POSTING

POSITION	Family Support Case Navigator
LOCATION	Sheguiandah First Nation
ACCOUNTABILITY	Director of Operations/Band Manager
EMPLOYMENT STATUS	Full-Time (35 hours/week)
HOURS OF WORK	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
PREFERENCES	Person of Indigenous descent/ Sheguiandah First Nation Band Member
TENTATIVE START DATE	ASAP

Position Summary

The Family Support Case Navigator is under the direction of the Band Manager and the Family Services Manager. This position provides short and long-term prevention and early intervention services and programs for children, parents and families of the Sheguiandah First Nation (SFN). The Family Support Case Navigator assists families receive comprehensive, compassionate support tailored to their unique needs through case management, advocacy, and collaboration with community partners.

Essential Functions

Program Delivery & Community Engagement

- Provide advocacy and referral services to Band members.
- Deliver life skills training, coaching, and proactive workshops on parenting and children's services.
- Develop and implement parenting programs, educational workshops, and cultural awareness activities based on community needs.
- Coordinate social and recreational programs in collaboration with other departments.
- Maintain strong community linkages to support the delivery of prevention services.

Program Administration & Reporting

- Ensure effective program operations through monthly reports, staff consultations, case conferences, and community meetings.
- Maintain a secure and organized filing system for client and administrative records.
- Record daily service delivery activities and submit monthly service reports to the Supervisor.
- Submit financial requests, timesheets, mileage claims, and leave requests for approval.

Team Collaboration & Compliance

- Abide by all agency policies and procedures, including those related to the Community Support Program and personnel manual.
- Participate actively in staff meetings, case file audits, conferences, and training sessions.
- Collaborate effectively with agency personnel and external service providers.
- Attend and contribute to scheduled case conferences.

Program Development & Evaluation

- Understand and apply knowledge of family systems and Child and Family Services.
- Assist in the development and implementation of funding proposals.
- Ensure confidentiality and culturally safe practices in all service areas.
- Support continuous improvement of programs through feedback and evaluation.

Qualifications/Skills

- Certificate or Diploma in a social work or social services field
- Minimum two (2) years work experience in social services setting is considered an asset
- Ability to engage children, relate to youth with warmth and understanding in a non-judgemental strength-based approach.
- Experience planning and leading individual and group activities.
- Excellent written and oral communication skills as well as proficiency with Microsoft software
- Knowledge of the Sheguiandah First Nation organization and programs
- Ability to speak Ojibway language would be considered an asset
- ASSIST/Safetalk Training
- Current CPR/First Aid Certification
- A current Criminal Reference Check and Vulnerable Sector Screening (CRC/VSS) dated within the last 30 days is required.



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Vulnerable Sector Screening Check (VSS) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSS must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Family Support Case Navigator

c/o Human Resources

Reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.