



Pre-Employment Support/Labour Force Development Case Worker

The Pre-employment Support/Labor Force Development Case Worker is responsible for providing effective, efficient and accurate case management for the 18-24 year, age group. The PES/LFD case worker is to assist students and clients in various aspects of career exploration and planning to improve labour force participation rates, increase skills development and improve employability. The case worker will also engage in outreach activities that will liaise with regional and provincial employers to develop partnerships that may include work experience projects, summer employment, and apprenticeship or mentorship placement and generally engage employers to increase employment of First Nations. The PES/LFD case worker will assist the Social Development Manager/Team members to implement a process for individuals to access services and minimize barriers to employment. The PES/LFD case worker reports to the Director of Education and is responsible for providing assessment, individual action plan development, facilitating workshops, monitoring caseloads and re-assessing. The case worker will regularly collaborate with STC Employment & Training Services, Educators and the Social Development Supervisor to establish PES/LFD priorities and policy.

Responsibilities

Perform the day-to-day caseload management for 18 to 24 years, age group, Income Assistance (IA) clients that qualify with the eligibility guidelines set out in the PES/LFD terms and conditions.

- Work directly with clients and students in community programs to assist and support their success for program completion.
- Assist in gathering and recording information for clients to obtain employment history, education level, employment barriers and career goals.
- Assist program participants to identify barriers to employment and assist participants to develop careers action plans, job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Gather information required for program reporting such as attendance records, employer contracts, certificates and other credentials obtained, as well as financial requirements for program report.
- Understanding of/or willingness to take training to develop career/job coaching and assessment techniques.
- Ability to work with a team to plan and coordinate community programs and other community initiatives.
- Work in collaborative fashion with STC Employment & Training Services staff, income assistance administrators, educators, home visitor and other health support staff.
- Understanding of Income Assistance (IA) and National Child Benefits Reinvestment Program (NCBR) as well as the Labour Force Development Aboriginal Skills Employment training strategy (ASETS)
- Collect labour market information for clients regarding job opening, employer information, entry and skill requirements and other occupational information.
- Build professional relationships with internal and external resource agencies.
- Provide effective and efficient administrative operations to ensure timely case management and reporting processes.
- Perform other related duties as required.



Education/Experience

The Pre-employment Support/Labour Force Development case worker will attain the required knowledge and skills through completion of a diploma or degree in social services, counseling, psychology or the completion of a minimum of Grade 12 with relevant work experience which demonstrates skills as listed and willingness to take additional training. The individual must have extensive knowledge of the culture and family structure of the One Arrow First Nation.

- Must have proficient knowledge of case management procedures and assessment techniques.
- Ability to maintain confidentiality.
- Knowledge of local and regional labour market activities.
- Ability to research labour market information.
- Ability to work independently and with other professionals, employer and community partners.
- Must demonstrate excellent interpersonal skills and ability to motivate clients.
- Team building skills.
- Attention to detail and high level of accuracy.
- Effective written and verbal communications skills.
- Proficiency with computers including word processing, spreadsheets, email, internet and power point.

How to Apply:

Submit your cover letter, resume and three current professional references to:

Karen Gardipy
Human Resource Administrator
Box 147
Bellevue, Sask.
S0K 3Y0

DEADLINE:

November 14, 2025