**Position Summary:**

The Urban Navigator is responsible for the delivery of services by seeking assistance from the Band of One Arrow First Nation, Saskatoon City Services, Saskatoon Tribal Council, etc. This individual will assist clients/band members and their families in transition to urban setting if moving from rural and reserve. They will also do on-going case management for our Urban Band members to become self sufficient in a city setting such as stable housing and employment. This includes but is not limited to making referrals to different areas to overcome barriers that are needed to become self-sufficient. This includes transportation to services such as mental health, health clinics, rehab, employment, and training services, etc. They must be able to speak and advocate on the client’s behalf.

**Responsibilities:**

* Assist clients and clients’ families to connect with urban resources including housing, childcare, and transportation.
* Liaise with other departments such as Jordan’s Principal Coordinators from STC and One Arrow, Membership Requests, LFD, Post Sec, etc.
* Case Manage clients, follow up with improvement plans individually with follow-up on a regular monthly basis.
* Use assessment tools, action plans to prepare clients with activities such as resumes, interview skills, and other work readiness activities.
* Maintain Client case files and records that track the progress of individual client’s progress on becoming more independent such as: employment progress, success of family with supports and services, successful training interventions.
* Liaise with training institutions, employers, and agencies on behalf of the client and be an advocate. Ex; Talking on behalf of clients to the CRA.
* Provide interventions with client that assist in job retention strategies, this may include helping employers understand the specific needs of new workers, or helping new employees adapt to the workplace culture and understand the expectations of the employer.
* Prepare required documentation where client has requested training sponsorship or funding assistance.
* Maintain client case management files as per OAFN standards and confidentiality requirements.
* Attend and participate in Professional Development Training as assigned or required.
* Attending all staff and team meetings as required and assigned by senior management.
* Prepare monthly, quarterly and annual reports and ensure client follow-up as required by management in a timely manner, and
* Perform other related duties as defined and assigned by the Director of Operations on an as and when required basis.

**Working Environment:**

* Standard Office Environment, which includes travel and transportation of clients when applicable.

**Health And Safety:**

Responsibilities: Remain alert to changes or events that might affect a client or employee’s safety; report safety issues, accidents or injuries immediately; follow safe work practices; and use their training and knowledge to help clients.

**Education And Experience:**

* Degree or Certification pertaining to human services, social sciences, counseling; and
* Three (3) years of related experience with a demonstrated track record of successful employment and career training services and practical application; or
* Other related training in combination with related work experience in a combination of the above fields; and
* Demonstrated leadership and experience in client case management.

**Knowledge, Skills, And Abilities**:

* Knowledge of contemporary and historical barriers to employment for indigenous peoples.
* Ability to conduct Training and Employment skills assessments with knowledge of current training and employment trends.
* Strong knowledge and awareness of indigenous culture, and both historical and contemporary Indigenous issues, the emphasis is on family violence, child welfare, the impacts of trauma, mental Health, addictions and community outreach.
* Capable of developing an inventory of services to coordinate, monitor, and support individuals in accessing services, including but not limited to substance abuse, mental health, legal, education, and employment.
* An energetic self-starting person who displays initiative and strong interpersonal skills.
* Excellent verbal and written communication skills are essential as well as experience conducting presentations in a group setting.
* Ability to handle a large caseload and cope with stress in a positive manner.
* Good time management skills with planning and scheduling appointments.
* Proficient computer experience and knowledge of databases and Microsoft Office and Excel is required.
* Experience working within a governance structure in a community development capacity with First Nations; familiarity with Tribal councils considered an asset.

**Other:**

* Must possess a valid Saskatchewan driver’s license and reliable vehicle.
* Must provide a current, original Canadian Criminal Record Check (CPIC) as a condition of employment.
* Must Adhere to One Arrow First Nations HR Personnel Policy and Fit for Duty Policy.
* Sign One Arrow Oath of Confidentiality.

**Forward Cover Letter and Resume to** **vickiems@onearrow.ca** **or drop off to Director of Operation Vickie Matchap-Sutherland at the One Arrow Band Office.**

**Deadline: Deadline for submission is June 9th, 2023 @ 4:00 pm**