



Kinistin Saulteaux Nation – URBAN NAVIGATOR

Job Title:	Urban Navigator	Job Family:	Admin & Operations
Department/Group:	Urban	Position Type:	Contract
Location:	KSN Urban Office, Saskatoon	Date Posted:	April 20, 2026
Direct Supervisor:	Urban Office Manager	Post Expires:	May 4, 2026
Applications Accepted By:			
EMAIL: Human.resources@kinistin.com Subject Line: Urban Navigator		MAIL: PO Box 2590, Tisdale, SK S0E 1T0	
Job Description			
<p>POSITION SUMMARY Kinistin Saulteaux Nation (KSN) is seeking a highly motivated individual to fulfil the role of Urban Navigator.</p> <p>Under the supervision of the Urban Office Manager, the successful applicant will provide outreach, navigation, and follow-up services to address the social, emotional, and practical needs of urban membership. This includes assessment, support, connecting individuals to resources, advocacy, and system navigation.</p> <p>In addition to case management, the Urban Navigator will be responsible for developing and delivering community-based programming, including workshops, cooking classes, life skills sessions, and culturally relevant activities that promote wellness, independence, and community connection.</p> <p>The Urban Navigator will actively engage vulnerable membership, help remove barriers to accessing services, and build meaningful connections to strengthen overall well-being.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <p>Case Management & Client Support</p> <ul style="list-style-type: none"> • Conduct comprehensive client assessments • Provide support to individuals who are vulnerable, isolated, or experiencing life transitions • Develop and implement client-centered, holistic case plans • Monitor and evaluate case plans regularly and adjust as needed • Provide referrals within KSN, Indigenous organizations, and external agencies • Advocate on behalf of clients when required • Assist clients with completing forms and accessing services • Schedule and attend client appointments as needed • Conduct outreach to identify and engage at-risk membership <p>Programming & Community Engagement</p> <ul style="list-style-type: none"> • Develop, coordinate, and deliver workshops and programming (e.g., cooking classes, budgeting, life skills, wellness sessions) • Incorporate cultural teachings and practices into programming where appropriate • Facilitate group sessions that promote social connection and peer support • Engage Elders, Knowledge Keepers, and community partners in programming delivery • Identify programming gaps and develop initiatives to meet community needs • Promote programs and encourage participation from urban membership 			

Coordination & Collaboration

- Coordinate services for clients with unmet or complex needs
- Collaborate with community agencies, Indigenous organizations, and service providers
- Build partnerships to enhance program delivery and access to supports
- Maintain up-to-date knowledge of available resources and services

Administration & Reporting

- Maintain accurate client records and statistical data
- Track program participation and outcomes
- Assist in the development of policies, procedures, and program frameworks
- Develop forms, tools, and processes for outreach and programming
- Prepare reports as required

Other

- Participate in team meetings and case discussions
- Maintain confidentiality and professional standards at all times
- Perform other related duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Grade 12 diploma with experience working with individuals facing barriers related to the social determinants of health
- Experience in community-based case management and/or program delivery
- Knowledge of Indigenous community resources and services (local and Saskatchewan-wide)
- Valid Criminal Record Check (CPIC) and Vulnerable Sector Check (VSC)
- Valid Class 5 Driver's License, reliable vehicle, and ability to meet KSN insurance requirements
- Willingness to work flexible hours, including evenings and weekends

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of community outreach, programming, and client support
- Ability to plan and facilitate workshops and group activities
- Strong communication, facilitation, and interpersonal skills
- Conflict resolution and problem-solving abilities
- Ability to work independently and within a team environment
- Ability to work effectively in fast-paced and crisis situations
- Strong organizational and time management skills
- Computer literacy (Microsoft Word, Excel, and data tracking)

CULTURAL EXPECTATIONS

- Demonstrates respect for First Nations culture, traditions, and values
- Supports culturally relevant programming and community engagement
- Provides culturally safe and respectful services to all membership