



## **Muskeg Lake Cree Nation Sub-Office** 26-24

### **Employment Opportunities**

**Two positions available for two short-term and 6 month contracts with possible extension.**

The Muskeg Lake Sub-Office serves urban members from the Nation throughout Canada in a number of areas providing virtual support as requested. In the city of Saskatoon, we have the highest population of Muskeg members in one location and are therefore faced with multiple areas of need.

The two positions as advertised will offer support services to kēhtēyak and members in vulnerable positions. The Sub-Office will oversee requests and connect employees to members in need. Employees will visit vulnerable members in Shelters and provide addition and mental health support. The areas of need will include snow removal and sidewalk clearance for kēhteyak in the winter months. Run errands for medication or groceries from time to time as requested.

#### **Responsibilities:**

- Maintain a detailed log of assigned duties including dates & time of visits and duties carried out in that time.
- Maintain confidentiality at all times.
- Submit monthly reports of all assignments.
- Collaborate with Urban navigator for potential referrals to external services.
- Be physically fit to do light or heavy lifting and shovel snow as may be required.
- Do light house cleaning tasks when needed?
- Drive members to medical appointments or pick up prescriptions.
- Provide support to members with addictions and also to the homeless.

#### **Credentials and Experience:**

- Diploma or Certificate in addictions and mental health areas would be an asset.
  - Must have a valid driver's license.
  - Provide a clear Criminal & Vulnerable Sector Records Check.
  - Experience in working with the vulnerable sector.
  - Provide one resume and one reference.
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**Deadline to Apply - October 30<sup>th</sup>, 2026**

Forward applications to D, Sanderson, Human Resource Manager

Email: [hr@muskeglake.com](mailto:hr@muskeglake.com)