



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

CLOSED COMPETITION

Restricted to LLRIB Members

The Lac La Ronge Indian Band is accepting applications for the following **full-time definite-term** positions, based out of following communities;

La Ronge;

1 Position

Stanley Mission;

1 Position

Community Navigator (02) Positions

Duties include (but not limited to):

- To learn about community planning and the specific tasks associated with the Community Development Pilot Project.
- Investigate and research relevant background information.
- Work alongside partners as well as other Community Navigators throughout the duration of project.
- Lead various meetings within the community to introduce the Community Development Pilot Project.
- Maintain positive working relationships with internal and external personnel and/ or organizations/ agencies.
- Work with other departments to address the priorities that are identified in the community plan.
- Prepare basic information concerning the community plan process and act as a resource person for departments, members and council on community plan process, procedures and protocols.
- Coordinate local data collection and transfer from LLRIB departments and other partners.
- Develop memos, progress reports, briefing notes and general planning documents.
- To coordinate the review of draft reporting documents and presentation materials.

Requirements

- 2 year Post-Secondary diploma/ degree in human services or relevant field of study.
- A combination of education and experience may be considered.
- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with other departments and staff, elected officials, members, services providers and local government agencies and officials.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to effectively communicate both verbally and in writing.
- Exceptional Organizational and time-management skills.
- Strong morals and ethics, along with a commitment to privacy.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.
- Must Possess a valid class 5 Driver's License
- Must have a reliable vehicle

Date of Posting: November 27, 2018

Deadline for Applications: December 12, 2018

Submit cover letter and resume with **three (3) professional references** (excluding chief & councilors, or family members), one being your current or most recent supervisor, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)
BambooHR Link : <https://llrib.bamboohr.co.uk/jobs>

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references****

For further information, call Human Resource, at (306)425-2183.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised, applications received without the proper documentation shall not be considered. Telephone interviews will not be granted.