



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Economic Development Division is accepting applications for the following **full-time definite-term** position, based out of Prince Albert.

URBAN SERVICES WORKER

Duties include (but not limited to):

- Assisting LLRIB members in accessing affordable housing and social programming while investigating the availability of community services that would benefit them socially, culturally and economically.
- Conducts assessment of the needs and requirements of clients.
- Monitors individual cases to ensure appropriate support is available to the client.
- Conducts regular follow up calls, makes visits with client.
- Explore all available resources in maximizing the most effective plan for the client.
- Provide ongoing evaluation and revision of client's progress.
- Assist with the planning and implementation of program enhancements.
- Create and maintain client records in a confidential and professional manner.
- Compile caseload statistics and prepare program and client reports.
- Complete and maintain accurate records and reports regarding the client's progress, services provided, and other required information
- Assists client and families with connection to appropriate service providers, support services in the urban areas.
- Serves as a point of contact for other agencies and service providers
- Maintain an up to date knowledge of available support services
- Assure that support is provided as needed.
- Identify and pursue professional development opportunities.

Requirements

- Diploma in Social Science or related field is Required
- 2 years-experience in counselling and case management.
- A combination of Education and Experience may be considered.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Strong knowledge of applicable laws, regulations and guidelines
- 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.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- 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

Date of Posting: November 6, 2018

Deadline for Applications: November 20, 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 Gordon Dupre, Economic Development Worker at (306)960-9877.

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.