

Swampy Cree Tribal Council

Job Opportunity

Job Title: Case Management and Pre-Employment Research Analyst

Reports to: Manager of Social Development

The Swampy Cree Tribal Council is seeking applications for a research analyst who will be responsible in providing a proposal, proposing the processes on case management services and pre-employment supports for I/A clients on reserves. The research analyst will provide a proposal to help understand the full scope of the I/A clients on reserves and work with the funding recipients.

Case management services includes shared social development processes that assesses, plans, implements, coordinates, monitors, communicates, identifies, makes referrals, encourages, reporting, liaises, evaluates the options and services required to meet the needs of First Nation members and program guidelines. Also, a positive role model.

Pre-Employment Supports includes training and job shadowing in the community operations such as band administration, community store or arena. Education and upgrading opportunities are researched and arranged often to meet I/A client needs such are daycare and equipment.

OBJECTIVES:

- The purpose of this research would be to share the output, to assist MB. Income Assistance reform activities, to position First Nations with a means and way for informed discussions ahead.
- To work with First Nation social advisory departments and the Manitoba Region Social Development working group, to be Indigenous directed.
- To provide a report on Income Assistant Case Management services and the Pre-employment supports.
- Which First Nations in MB are currently with the program.
- Over all statistics on I/A clients on the program and now have employment/education opportunities.
- Surveying First Nations of other income reform ideas/plans.
- What could be better.
- Identifying challenges: ex. First Nations low income or no job availability and Covid19 pandemic and variants. Omicron.
- Identifying successes.
- Outside training and remote education centers.
- How can we launch this program fully with all MB First Nations if funding was approved.
- Future plans on Income Assistance reform.
- Other essential items on I/A reform maybe included.

QUALIFICATIONS:

- Knowledge in Case Management Counseling
- SCTC member First Nation candidates will be given preference
- Experience in Proposal writing, experience.
- Experience working in First Nations community Frontline environment
- Knowledge of the culture, traditions, attitudes and socio-economic conditions of the First Nation communities

- Proficiency in the use of computers, presentation skills and excellent writing and communication skills
- Must have knowledge of the Income Assistance programming
- Expected to work independently and be a strong team player
- Research Analyst must be able to work flexible hours and be able to travel extensively to SCTC communities.

REQUIREMENTS:

- Comfort and familiarity working within a diverse Tribal Council environment
- Requires excellent organizational skills and well-developed communication skills (both written and verbal)
- Good work ethic and attendance record
- Ability to work flexible hours, and respond to calls and texts promptly, including off hours is an asset
- Criminal Records & Child Abuse registry Check
- A valid driver's license and access to a reliable vehicle during work hours is mandatory.

DUTIES AND RESPONSIBILITIES:

- Direct Service Delivery: Assessment with Pre-Employment Supports Program clients, Case Management services for clients and create Case plans for client success & liaison with community IA, E&T, and Health programs
- Monitor employability, readiness, client incentives and disincentives and report back to Manager of Social Development

The above listed position duties and responsibilities reflect the core functions of the position. Related duties and responsibilities may be assigned as necessary to the operation of the department.

We thank all who apply and advise that only those selected for an interview will be contacted. Interested applicants are invited to forward a resume and cover letter, including two (2) reference letters and a Driver's Abstract.

Deadline: As soon as possible

Consideration will be given to people of Indigenous ancestry that meet requirements

For more information or to apply, please email, mail or drop off resume marked "Personal and

Confidential to:

Candace Chartier, Manager of Social Development

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Fax: 204.623.2882

Email: cchartier@swampycree.com