



# Sioux Valley Dakota Nation

## Employment Opportunity

### Health Centre

### RHP Case Manager/Navigator

### Full-Time, Term

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**Position Summary:** The Case Manager/Navigator works directly with Sioux Valley Dakota Nation members to provide individualized support, guidance, and advocacy in accessing community services. This position assists clients in achieving housing stability, improving life skills, and connecting with resources that promote overall well-being and independence.

#### **Key Responsibilities:**

##### **Client Services and Case Management**

- Conduct client intakes, assessments, and eligibility screenings for available programs.
- Develop individualized action plans to address housing, health, and life skills needs.
- Provide case management, guidance, and follow-up to ensure client progress.
- Act as a liaison and advocate for clients in accessing community, health, social, and financial supports.
- Respond to client crisis with professionalism and coordinate emergency support when necessary.
- Maintain confidentiality of all client records and adhere to privacy standards.

##### **Resource Navigation and Referral**

- Identify barriers and connect clients to housing, employment, healthcare, education, addictions, and social services.
- Collaborate with external agencies and community partners to strengthen referral pathways.
- Track and monitor client referrals, ensuring timely service delivery and follow-ups.
- Support clients in developing life skills and accessing long-term support networks.

##### **Program Development and Reporting**

- Collect and maintain accurate data on client services, outcomes, and demographics.
- Prepare reports and summaries for internal tracking and external funders.
- Develop case studies and success stories to highlight program impact.
- Assist with evaluating program effectiveness and recommending service improvements.

##### **Proposal Writing and Funding**

- Research and identify new funding opportunities for the Residential Housing Program (RHP) and related initiatives.
- Contribute to the writing and submission of funding proposals and progress reports.
- Collaborate with management and finance to align program activities with budget requirements.

##### **Community Outreach and Engagement**

- Build strong relationships with community organizations, agencies, and stakeholders.
- Facilitate workshops and presentations related to housing, financial literacy, and life skills.
- Promote community awareness of available services and support programs.
- Represent SVDN Health Centre in meetings, committees, and interagency collaborations.

##### **Qualifications:**

- Degree or diploma in Social Work, Community Development, or a related field (or equivalent combination of education and experience).
- Minimum 3 years' experience in community services, case management, or client navigation.
- Strong knowledge of First Nations social, economic, and cultural contexts.
- Excellent communication, organizational, and computer skills (MS Word, Excel, Outlook).
- Ability to work independently and collaboratively as part of an interdisciplinary team.
- Valid Class 5 Driver's License and reliable vehicle.
- Must pass Criminal Record, Child Abuse, and Adult Abuse Registry checks.

Submit Cover letter and Resume indicating Competition Number: **202635**

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com)

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com) to request a copy.