



# Sioux Valley Dakota Nation Employment Opportunity **Outreach Support Mentor** Full-time, Term (2 Year Contract)

## **POSITION SUMMARY:**

Working under the direction of the Lead Case Manager/Navigator, the Outreach Support Mentor's primary responsibility is to provide support, assistance, and education to Sioux Valley Dakota Nation members (adults) to help them navigate and utilize community resources to avoid homelessness and improve their personal well-being.

## **DUTIES INCLUDE:**

- Provide case management and resource navigation to clients who are experiencing housing and life skills issues
- Assist client access to resources and provide appropriate referrals to service providers in the areas of housing, health, addictions, income security, treatment, education, employment, First Nations bands, and child and family services
- Mentoring skills: coaching, patience, influencing and modeling professional behavior
- Prepare and maintain records and reports of housing and applicable
- Facilitate information/educational workshops to clients, groups, and/or other professionals relating to accessing housing and life skills
- Communication skills required to write support letters and other documents to advocate for clients.
- Provides liaison with community agencies. Identifies client needs for services and makes appropriate referrals, or develops alternate strategies for client support, education and follow-up care
- Maintains current knowledge and awareness of trends and activities to support adults independently living
- Maintain confidentiality of records relating to clients' case management
- Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations
- Run workshops and courses about obtain housing and life skills

## **QUALIFICATIONS:**

- A minimum of an undergraduate degree in the field of social services preferred but not required, or a combination of related education and training will be considered
- Work experience in a social service environment
- Knowledge of First Nations social issues, economic issues, history, and culture
- Knowledge of services and resources in the areas of mental health, counseling, addictions, housing, children and families, and First Nations culture
- Excellent communication, written skills and computer skills (word processing), MS Word, Excel, Power Point, Microsoft Outlook
- Excellent interpersonal and communication skills and the ability to work independently and cooperatively as part of an interdisciplinary team are required
- Assess needs and make appropriate referrals, develop strategies for patient support, education and follow-up care
- Case Management experience
- Adhere to SVDN policies and procedures with specific attention to attendance, and professional ethics
- Possesses a valid Class 5 Driver's License and a reliable vehicle, work flexible hours, and travel upon request
- Submit a satisfactory criminal record check, a clear child abuse registry check as well as a clear adult abuse registry check

## **COMPETITION NUMBER: 202373**

**APPLICATION DEADLINE:** Open Until Filled

***Submit cover letter and resume indicating competition number to:***

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold MB R0M 0S0

Ph.: 204-855-2760 Fax: 204-855-2131

E-mail: [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com)

***We thank all who apply but only those selected for an interview will be contacted.***