

St'zuminus First Nation (SFN) Overview

At Stz'uminus First Nation (SFN), Our mission goes beyond just providing services; we are dedicated to creating a vibrant and thriving community rooted in our rich cultural heritage. We focus on sustainable development, cultural preservation, and economic growth, working hand-in-hand with our members and partners to deliver impactful initiatives that support health, education, and employment opportunities.

Joining SFN means being part of an organization that values tradition while driving progress. Here, you'll contribute to building a self-sufficient and resilient community, ensuring a brighter future for generations to come. If you're passionate about making a difference and want to be part of a team that honors the past while shaping the future, SFN is the place for you.

Job Title: Social Assistance & Employment Navigator

Salary: \$43,855.06 - \$53,252.58 - \$62,650.09

Contract: Fulltime, Permanent

Hours: 4-day work week, Mon – Thurs (36 hrs)

Location: Ladysmith, BC

About The Role

Reporting to the Social Development Manager, the SA & Employment Navigator is a dual-purpose role designed to support Stz'uminus First Nation community members by administering the Social Assistance Program, and providing employment counseling and training opportunities.

Duties & Responsibilities

Social Assistance & Membership Administration:

- Administer the Income Assistance Program by processing applications and payments in accordance with Indigenous Services Canada (ISC) policies and procedures.
- Maintain accurate and confidential income assistance files and membership database, ensuring compliance with ISC guidelines and Stz'uminus Membership Rules.
- Verify application information, determine eligibility, and assist clients with completing social assistance and membership forms as needed.
- Liaise with external agencies (e.g., ISC, Service BC) to confirm eligibility and coordinate services.
- Prepare and submit required reports to ISC and the Social Development Manager.

Employment Counseling & Case Management:

- Conduct clients interviews to assess interests, skills, barriers to employment, and eligibility for social assistance or employment programs, with an initial focus on Social Development department recipients.
- Provide employment counseling, including job search strategies, resume writing, interview preparation, and vocational assessments to identify strengths and development areas.
- Monitor and track client progress, maintaining accurate case files and employment database records to ensure compliance with funding requirements.
- Offer mentorship and ongoing coaching to support clients in achieving job placement readiness and long-term employment success.

Program Development & Employer Partnerships:

- Design and implement culturally appropriate employment and training initiatives tailored to the needs of Stz'uminus community members.
- Evaluate program effectiveness and adjust offerings based on client feedback and labor market trends.
- Build and maintain partnerships with internal departments, local employers, government agencies (e.g., WorkBC), and industry partners to create job placements, apprenticeships, and co-operative employment opportunities.

Community Engagement & Cultural Relevance:

- Communicate professionally and courteously with community members, employees, and external partners, addressing sensitive issues with diplomacy, tact, and confidentiality.
- Ensure all services and programs align with Stz'uminus First Nation values, traditions, and community needs.
- Incorporate community feedback to maintain inclusivity and cultural relevance in program delivery.

Qualifications

- Certificate/ Diploma/ Degree in Career Management or Employment Services or Career Development, Social services or a related field is preferred.
- Minimum of 3 years' experience administering income assistance or providing employment counseling/career development services (combined experience preferred).
- Demonstrated knowledge of ISC Income Assistance policies, membership administration, and job readiness techniques (e.g., resume writing, interview preparation).
- Familiarity with case management systems, employment-related programs, and barriers to employment within Indigenous communities.
- Intermediate computer skills using MS Office and database software.
- Proven conflict resolution skills and ability to handle sensitive issues with diplomacy, tact, and confidentiality.
- Understanding of and sensitivity to Indigenous cultures, values, and traditions, with experience working in First Nation communities as an asset.

Total Compensation

As a member of the team, you will have access to a wide range of employee benefits, including:

- Salary & pension plan with an employer contribution of 6% (after 3 months)
- 2 weeks' vacation, 15 days of wellness time off, 2 weeks' time off during Christmas, 14 days of stat holidays including two SFN designated leaves.
- Fully employer paid extended health & dental benefits, Short-Term and Long-term, Life Insurance, Employee & Family Assistance program, and split paid Dental.
- Professional development support and more!

The Salary Range is the minimum and maximum annual salary based on full time equivalent hours. Incumbents are typically hired, transferred or promoted between the minimum and midpoint of the range based on their knowledge, skills, abilities and experience in relation to the role requirements.

The top 10% of the pay range is for the incumbents who are industry experts in the job with the combination of exceptional experience and competencies needed to perform all duties and responsibilities at a superior capability level.

SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.

How to apply

Please send your application to alan.francis@stzuminus.com, with subject, as title of the Job applied for.

Closing date: Open until Filled

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://Stz'uminus (stzuminus.com))

