



## ● EMPLOYMENT OPPORTUNITY ●

*The Western Cree Tribal Council is seeking an individual to fill the position of:*

**FULL TIME TERM POSITION  
(as funding permits)  
HEALTH SUPPORT NAVIGATOR**

Join a team of professional staff serving Western Cree Tribal Council Member Nations. Interested applicants should possess the following skills and qualifications:

- Under the direction and supervision of the Director of Health and/or CEO Provide a wide range of information related to Day scholar, Day School and MMIWG programs and services. .
- Provides support and advocacy for Indian Day School, Day Scholar and Missing & Murdered & Indigenous Woman (MMIWG) recipients and their families from the Western Cree Tribal Council First Nations
- Research related information pertaining to the program mandates for the member nations.
- Work closely with members affected by the mandate to make appropriate referrals when required.
- Participate in First Nation inter-agencies and support groups.
- Provide guidance to the form filling requirement for the necessary benefits.
- Develop and maintain effective working relationships within the community.
- Assist with the Coordination and scheduling of potential meetings.
- Work with Niskimatowin and Schedule Appointments for Mental Health Support Services

**Qualifications:**

Minimum Grade 12 High School Diploma, Office Administrative Certificate preferred. A Health background would be an asset. A strong knowledge of Word and Excel computer skills. Ability to speak Cree would also be an asset. Must have clear Criminal Record Check and Child Welfare Information Check and valid Driver License.

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: September 19, 2023 at 4:00 p.m.

Please fax or email resume in confidence to:

**Western Cree Tribal Council**

**Attention: Elaine Goodswimmer**

**Fax: (780) 532-3339**

**Email: [executive.assistant@westerncree.ca](mailto:executive.assistant@westerncree.ca)**

*We appreciate the interest of all applicants; however, we will contact only those selected for interviews.*