



EMPLOYMENT OPPORTUNITY
COMMUNITY SUPPORT WORKER
Permanent Position

Whitefish Lake Nation is looking for highly motivated, dependable, and dedicated individual to fill the position of Community Support Worker. This person will be working out of the Whitefish Lake First Nation Band Administration Office. This is a full-time position.

Duties & Responsibilities

The primary role of the Community Support Worker is to provide assistance to Membership and Elders in the community, and coordinate activities related to Elders. Also, to help Members and Elders meet their individual needs in a way that maintains or restores their independence to their optimum.

- Encourage membership independence
- Assist membership in emergency financial assistance as per budget and policy guidelines to meet their emergency needs; and\or find other means of financial aid whenever possible
- Assist membership in filling out forms\applications that pertain the financial needs as applicable
- Contact and\or assist families in contacting funeral homes for funeral preparations
- Make arrangements for accommodation for emergency situations as per policy guidelines
- Encourage elder independence
- Assist elders in emergency financial assistance as per budget to meet their basic needs; and\or find other means of financial aid whenever possible, within Policy guidelines and budget
- Assist elders in filling out forms\applications that pertain the financial needs of the elder (ie: CPP, AISH, and pension & subsidy applications)
- Other duties as required

EMPLOYMENT REQUIREMENTS

- Post-Secondary Education would be an asset

SKILLS AND ABILITIES

- Excellent verbal and written communication skills, excellent computer skills, Strong interpersonal skills
- Ability to speak Cree

All resumes are to be submitted to Lori-Ann Anderson, Assistant Administrator by email at lori-ann.anderson@whitefishadmin.ca . Please include references. Thank you for all that apply but only those selected for an interview will be contacted. The Job posting will be open until a suitable candidate is selected.