


Case Manager (Tofino and Area)



The Nuu-chah-nulth Tribal Council (NTC) Social Development Program is looking for a qualified person to fill a term *(to September 30, 2024 – with the possibility of an extension)*, full-time Pre-Employment Supports Case Manager. This term position is best suited to someone who is skilled at inspiring and supporting clients in their pre-employment readiness and supporting them in reaching their potential through the development of training plans to achieve their employment goals. Based out of either Port Alberni, Tofino, or Ucluelet, the position will provide service and travel into the First Nation communities of Ucluelet, Tla-o-qui-aht, Ahousaht, and Hesquiaht.

Responsibilities Include

- Providing Employment Case Management support to program participants including the identifying of barriers to employment and assisting clients with job readiness skills.
- Complete Employment Action Plans for participants.
- Provide referral and assessment services in conjunction with employment action plans.
- Liaising with other organizations and agencies in support of clientele.
- Assist in collecting statistic and other reporting requirements.
- Required to follow NTC's guidelines and safety protocols for COVID-19 prevention.

Preferred Qualifications

- Certificate or diploma in Job Development or Grade 12 plus 3 to 5 years of direct experience in employment services or a related field.
- Certified Career Development Practitioner (CCDP) considered an asset.
- Understanding of First Nations history, developmental challenges, and opportunities
- Familiarity with Northern Region Nuu-chah-nulth First Nations communities considered an asset.
- Motivational Interviewing training considered an asset.
- Ability to collaborate effectively with internal and external partners to facilitate events.
- Strong organizational abilities and experience balancing multiple projects.
- Experience working with a database and reporting systems for government.
- Provide acceptable references and criminal record check.
- Must have a car, valid driver's license, and able to travel to First Nation Communities

Competitive benefits, salary based on qualifications and experience: yearly salary range \$55,000 - \$67,000.

Apply by **1pm April 22, 2024**, by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Email: apply@nuuchahnulth.org



*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council