

Pre-Employment & NETP Case Manager



The Nuu-chah-nulth Tribal Council is seeking a permanent, full-time Pre-Employment & NETP Case Manager to provide coordinated, holistic, and culturally responsive employment and pre-employment support to Indigenous clients and their families. This combined position delivers services under the Nuu-chah-nulth Employment and Training Program (NETP) and Pre-Employment Supports (PES) funding streams. Based primarily in Port Alberni, Ucluelet or Tofino, the Case Manager provides regular in-person and remote service coverage to participating Nuu-chah-nulth communities in the Central Region. The position reports to the NETP Manager and works closely with the Manager of Social Development and the integrated Social Development case-management team.

Responsibilities Include:

- Provide coordinated case-management support to participants under the NETP and PES funding streams, applying the appropriate program criteria, policies, referral processes, and documentation requirements;
- Complete holistic participant assessments and work with participants to develop, implement, and regularly review individualized Employment Action Plans that identify strengths, goals, service needs, barriers, referrals, timelines, and outcomes;
- Provide employment and training coaching, counselling, motivation, and practical support, and coordinate appropriate referrals to ISETS, Social Development, NTC programs, and qualified external services without duplicating supports;
- Coordinate case conferences and maintain collaborative relationships with Nuu-chah-nulth communities, community-based staff, employers, education and training providers, service agencies, and other partners to strengthen referral pathways and employment opportunities;
- Maintain complete, accurate, timely, and secure participant records; complete required statistical, narrative, financial-support, and outcome reporting; manage follow-up requirements; and travel regularly from Port Alberni to Central Region communities.

Preferred Qualifications:

- Post-secondary diploma or degree in career development, human services, social sciences, education, business, or a related field; an equivalent combination of education, training, and relevant experience may be considered;
- Experience providing employment, training, social-development, or human-service case management, including assessment, goal setting, referrals, documentation, follow-up, and reporting for government-funded or contribution-agreement programs;
- Strong written, oral, facilitation, coaching, and interpersonal communication skills, with demonstrated ability to collaborate with First Nations communities, internal departments, employers, training providers, and service agencies;
- Knowledge of First Nations histories, the ongoing impacts of colonialism, community strengths, and culturally safe and trauma-informed approaches; knowledge of Nuu-chah-nulth communities, families, governance, values, and culturally appropriate practices is a strong asset;
- Ability to work independently, organize a varied caseload, meet deadlines, exercise sound judgement, and use Microsoft Office, databases, virtual-meeting platforms, and case-management systems. A valid BC Driver's License, reliable access to a vehicle, ability to travel regularly, satisfactory references, and an acceptable vulnerable sector Criminal Record Check are required.

Competitive benefit package and salary based on qualifications and experience: salary range $63,000 - $71,000

Apply by **1pm December 8, 2026,** by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council

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