



**Position:** External Services Navigator

**Salary:** \$51,034.88 - \$57,990.40

**Hours of Work:** 32

**Circulation Level:** Level I

**Accountability:** Social Services Manager

**Employment Status:** 2 years contract

**Preferences:** MFN Band Members

**The External Services Navigator will perform the following duties:**

- Conducting assessments of individuals' needs, including but not limited to housing, healthcare, education, employment, and social services.
- Developing personalized support plans in collaboration with clients, considering their background, preferences, and goals.
- Providing guidance and advocacy to help clients access services and resources.
- Building and maintaining strong relationships with external service providers, government agencies, and MFN community programs and support to ensure timely and effective referrals.
- Monitoring clients' progress and adjusting support plans as needed to ensure they are meeting their objectives and achieving positive outcomes.
- Providing crisis intervention and emotional support to clients in distress, connecting them with appropriate resources for immediate assistance.
- Maintaining accurate and confidential records of client interactions, progress, and outcomes in compliance with policies and privacy regulations.
- Participating in team meetings, case conferences, and professional development activities to enhance your knowledge and skills in supporting MFN members.
- Contributing to the development and implementation of strategies to address barriers and improve access to services for our MFN members living off-reserve.
- Be committed to the development of an effective working relationship with First Nations, government agencies and organizations who are networking with Mississauga First Nation.
- Participate in proposing constructive changes within the Social Services department that could be seen as improvements to the quality of the organization and its operations.
- In keeping with the Anishinabek values, balance outside interests and influences to not jeopardize professional credibility, judgement, or competency.

**The External Services Navigator will possess the following qualifications, skills, experiences, and attributes:**

- A bachelor's degree or diploma in social work, Indigenous studies, human services, or equivalent experience
- Minimum 3 years counselling and/or case management experience
- Previous experience in a social services or community support role is highly desirable.
- Experience in conducting assessments, developing support plans, and monitoring client progress is valuable.
- Strong verbal and written communication skills are essential to convey information clearly, empathetically, and respectfully is crucial.
- Excellent problem-solving skills are necessary for assessing complex situations, identifying barriers to accessing services, and developing practical solutions to address clients' needs effectively.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department  
P.O. Box 1299 Blind River, Ontario POR1B0

Marked: **CONFIDENTIAL**

**EMAIL:** [hrclerk@mississauga.com](mailto:hrclerk@mississauga.com) **FAX:** 705-356-1740

**Deadline: July 26, 2024**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***

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**WALKING IN BALANCE**

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.