

Long Lake #58 First Nation

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Tel: (807) 876-2292
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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

EMPLOYMENT AND ADDICTIONS SUPPORT WORKER

Long Lake #58 First Nation is currently seeking an Employment and Addictions Support Worker. The Employment and Addictions Support Worker is responsible for assisting clients with employment readiness, job search support, referrals, and barrier reduction, including barriers related to addictions, recovery, wellness, and personal stability. This position supports clients in a respectful, confidential, culturally appropriate, and trauma-informed manner.

This position does not replace clinical counselling, medical treatment, or crisis services. Where required, the Employment and Addictions Support Worker will assist clients with referrals to qualified professionals, treatment programs, community supports, and appropriate agencies.

Duties and Responsibilities

- Meet with clients to assess employment goals, readiness, barriers, and support needs.
- Assist clients with resumes, cover letters, job applications, interview preparation, and job search activities.
- Support clients with identifying training, education, employment, and skills development opportunities.
- Assist clients with developing individual employment plans, action steps, and follow-up supports.
- Help clients identify and address barriers to employment, including transportation, documentation, personal stability, wellness, and addictions-related concerns.
- Provide basic addictions-related support through listening, encouragement, resource navigation, and referrals.
- Refer clients to appropriate addictions treatment services, counselling services, mental health supports, medical supports, housing supports, crisis services, and other community resources as required.
- Maintain professional boundaries and refer clients to qualified professionals where clinical, medical, or crisis intervention support is required.
- Build and maintain working relationships with employers, training providers, service providers, social service agencies, and community organizations.
- Assist with case planning, client follow-up, progress notes, reporting, and file documentation.
- Maintain accurate and confidential client records.

- Support workshops, information sessions, employment readiness programming, or wellness-related initiatives as assigned.
- Assist with preparing reports for management, funders, or program requirements.
- Work collaboratively with other Long Lake #58 First Nation departments and staff.
- Perform all other related duties, as assigned.

Accountability

The Employment and Addictions Support Worker is accountable to, and is under the day-to-day supervision of the Ontario Works Manager or designate.

Education and Skill Requirements

Education and Experience

- Post-secondary education or training in social services, addictions, mental health, employment counselling, human services, or a related field is considered an asset.
- Previous experience in employment services, case management, addictions support, social services, or First Nation community programming is considered an asset.
- Knowledge of employment readiness, job search supports, training programs, community resources, and addictions-related referral pathways is considered an asset.
- Experience working in a First Nation or Indigenous community is considered an asset.
- Valid driver's license and access to reliable transportation is considered an asset.
- Equivalent combinations of education, training, and experience may be considered.

Desirable Skills

- Strong communication, listening, and interpersonal skills.
- Ability to work respectfully with clients experiencing personal, employment, wellness, or addictions-related barriers.
- Understanding of trauma-informed, culturally respectful, and client-centered support practices.
- Ability to maintain confidentiality, professional boundaries, and sound judgment.
- Strong documentation, case note, reporting, and organizational skills.
- Ability to work independently and as part of a team.
- Ability to manage sensitive situations calmly and professionally.
- Good computer skills, including Microsoft Word, email, electronic files, and basic reporting.

Location: Long Lake #58 First Nation

Rate of Pay: \$60,000 per year

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED