



**BIGSTONE CREE NATION – SOCIAL SERVICES  
EMPLOYMENT OPPORTUNITY  
Calling Lake - Community Multi-Support Worker**

Bigstone Cree Nation is seeking a highly qualified person to serve as a **Community Multi-Support Worker** to deliver program and administrative support for members of Bigstone Cree Nation for the **Calling Lake community**. This individual will report to the **Manager, BCN Social Services**. This individual must be well organized with the ability to work independently while adhering to all relevant policy and procedure manuals. The duties will include but not be limited to the delivery of the Income Support Program, Employability Support to search and secure employment, and career guidance and support. Services will include exploring all options and alternatives to financial support applications, post-secondary or training applications, advocate on clients' behalf, provide referrals, assist those in need of any administrative financial and/or transitional supports for the Income Support Programs, securing employment, and career searches.

**DUTIES/RESPONSIBILITIES:**

- Assist in completing and maintaining applications and support documentation for the Income Support Program short and long-term training, post-secondary training and employment applications;
- Process intake applications, explain criteria, verify applicants information;
- Complete assessments, develop case plans to determine strengths for job readiness and/or barriers to employment;
- Provide clients career guidance and related concerns or challenges to career explorations;
- Complete reports, client follow-ups and updates of entries/downloads into database system;
- Proficient with Microsoft Outlook, Word, Excel, Power Point any other programs such as Adobe;
- Excellent communication, interpersonal skills, and research skills; and
- Knowledge of general office practices and procedures.
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**QUALIFICATIONS:**

- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language; history, values, traditions, and extended family relationships;
- Diploma or Certificate in Social Work or Office Administration or a combination of related training and 2 years of experience as a Community Support Worker;
- Valid Alberta Class 5 Driver's license, and reliable transportation;
- A clear Child Welfare Intervention Services check (CWIS); and
- A criminal record check is required only after a letter of offer is accepted.

**Submit cover letter, resume, and credentials (copies of diploma, certificate, etc.) to:**

May Houle, Human Resources Manager  
Box 960 Wabasca, AB. T0G 2K0  
Email: [may.houle@bigstone.ca](mailto:may.houle@bigstone.ca)  
Ph: 780-891-3836, Fax: 780-891-3888

**Posted:** July 3, 2024

**Deadline:** Until a suitable candidate is found

*Thank-you in advance to all the applicants. Only applicants that meet the criteria will be contacted for an interview.*