



Sub office (Frenchman's Head)
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EMPLOYMENT OPPORTUNITY

Assistant Director – Obishikokaang Sagatay Gamik

Lac Seul First Nation is seeking a highly qualified and motivated professional to support the Obishikokaang Sagatay Gamik (OSG) Department. Reporting to the Director, the Assistant Director will provide strategic and administrative leadership to support the development and implementation of OSG services, including the establishment and operation of off-reserve offices in Thunder Bay, Dryden, and Winnipeg. This role plays a key part in ensuring culturally appropriate advocacy, service coordination, and protection of the rights and well-being of Lac Seul children, youth, and families.

Key Responsibilities are (but not limited to):

- Collaborate with and provide support to the Director of OSG.
- Support the development and operations of off-reserve offices, including hiring, training, and implementation of systems and processes.
- Assist in recruitment, onboarding, and capacity building of staff.
- Act as a Band Representative on behalf of Chief and Council in child and family services matters, including attending court proceedings and reviewing agreements.
- Ensure protection of the cultural identity, heritage, and rights of Lac Seul children involved in child welfare matters.
- Support coordination of wraparound services for families across urban and community settings.
- Provide operational and strategic support to off-reserve staff in their daily duties.
- Build and maintain relationships with child welfare agencies, community partners, and service providers across Canada.
- Support the development and improvement of case management processes and record-keeping systems.
- Participate in planning, evaluation, and continuous improvement of OSG programs and services.
- Contribute to strategic initiatives led by the Chief and Council and the Chief Family Resource Officer (CFRO).
- Manage departmental budget and ensure reporting in compliance with funding agreements.
- Provide leadership, mentorship, and training opportunities to staff.
- Maintain effective communication and coordination across teams and departments.
- Perform other related duties as assigned.

Qualifications:

Degree or diploma in social services, social work, administration, or a related field.
3–5 years of experience providing or planning services for children, youth, and families.
Knowledge of the federal and provincial child welfare systems is required.
Experience working within First Nations communities, preferably the Lac Seul First Nation.
Experience in system planning, program development, and change management.
Strong leadership, communication, interpersonal, and problem-solving skills.
Strong understanding of First Nations culture, values, and history.
Ability to manage confidential information with a high level of professionalism.
Proficiency in Microsoft Office (Word, Excel, PowerPoint) and general computer systems.
Ability to work independently and collaboratively within a team environment.
Ability to communicate effectively with a wide range of stakeholders, including agencies, legal professionals, and community members.
Knowledge of the Occupational Health and Safety Act is an asset.
Valid Class “G” Driver’s License.
Must be legally entitled to work in Canada.

Location: Winnipeg, MB (*frequent travel required to Lac Seul First Nation, Thunder Bay, and other locations as required*)
Term: Permanent Full Time (subject to ongoing funding availability)
Salary: Starts at \$41.72/hour *based on qualifications and experience.
Hours: 8:30 a.m. – 4:30 p.m., may be required to work evenings and weekends
Closing: May 13, 2026, at 4:30 p.m. CST *Late applications will not be accepted.

Please submit a cover letter along with a resume, and written permission for the LSFN People & Culture Department to contact two employment references (most recent supervisors). Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants; however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.