



Sub office (Frenchman's Head)
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No. 28 (Kejick Bay)
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Telephone: (807) 582-3211
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Sub office (Whitefish Bay)
General delivery, Lac Seul, Ontario P0V 2A0
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EMPLOYMENT OPPORTUNITY

Adult Case Manager

Lac Seul First Nation is seeking an experienced and organized **Adult Case Manager** to join the Prevention Services Department. Reporting to the Director of Prevention Services, the Adult Case Manager will strengthen coordination across programs, support effective case management, and contribute to culturally safe, trauma-informed service delivery for community members. This role involves intake coordination, data tracking, team support, and monitoring of care plans to ensure consistent and responsive services.

Key Responsibilities are (but not limited to):

- Manage intake and ensure timely routing of client files.
- Track and support implementation of individualized Care Plans.
- Document and organize case conferences and team meetings.
- Support consistent and secure data entry, sharing, and reporting.
- Assist with scheduling and communication across the Prevention Services team.
- Generate reports to support evaluation and planning.
- Coordinate referrals, assessments, and service linkages.
- Support documentation practices and identify areas for improvement.
- Assist in partnership-building with community resources and networks.

Qualifications:

- Grade 12 (OSSD) or equivalent; additional education in social work, health, business administration, or office administration is an asset.
- 1–2 years of experience in case coordination, service navigation, administrative support, or related work in Indigenous or community-based settings.
- Experience working with First Nations communities and people.
- Knowledge of case management practices, intake processes, privacy standards, and documentation procedures.
- Strong digital skills, including Microsoft Office Suite (Word, Excel, PowerPoint), email, and experience with case management systems such as Makwa7.
- Strong organizational, time management, communication, and interpersonal skills.
- Ability to multitask, work independently, and maintain professionalism.
- High standard of ethics, confidentiality, and cultural sensitivity.
- Knowledge of Prevention programs is an asset.
- Ability to speak Ojibway is an asset.
- Frequent travel within the community and surrounding areas as required.

- Flexibility to work evenings or weekends for community events and programming.
- Must provide a satisfactory Vulnerable Sector Check and Criminal Reference Check.
- Must have a valid driver's license and access to reliable transportation.
- Must be legally entitled to work in Canada.

Location: Lac Seul, ON
Term: Permanent Full Time
Salary: Starts at \$33.80/hour *based on qualifications and experience.
Hours: 35 hours per week
Closing Date: May 13, 2026, at 4:30 p.m. CST *Late applications will not be accepted.

<p>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:</p>	<p>Lac Seul First Nation Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Email: resumes@lacseulfn.org</p>
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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-Lac Seul First Nation band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.