



One Arrow First Nation Employment Opportunity

Urban Navigator Assistant – 1 Full-time Term Position

POSITION SUMMARY:

The Urban Navigator Assistant will work with the Urban Navigator for the delivery of services by seeking assistance from the Band of One Arrow First Nation, Saskatoon City Services, Saskatoon Tribal Council etc. Under the direction supervision of OAFN Urban Navigator, this individual will assist clients/band members and their families in transition and moving from rural and reserve to the urban setting. This is a term position ending March 31, 2027.

RESPONSIBILITIES:

- Assist clients and clients' families to connect with urban resources including housing, childcare, and transportation.
- Liaise with other departments such as Jordan's Principle Coordinators from STC and One Arrow membership requests, LFD, Post Secondary, etc.
- Case manages clients, follow up with improvement plans individually with regular monthly follow-up.
- Use assessment tools, action plans to prepare clients with activities such as resumes, interview skills and other work readiness activities.
- Maintain client case files and records that track individual progress on becoming more independent such as: employment progress, success of family with supports and services, successful training interventions.
- Liaise and advocate with training institutions, employers, and agencies on behalf of clients, for example contact CRA on behalf of clients.
- Provide interventions with client that assist in job retention strategies, this may include helping employers understand the specific needs of new workers, or helping new employees adapt to the workplace culture and expectations of the employer.
- Prepare required documentation where client has requested training sponsorship or funding assistance.
- Adhere to the One Arrow First Nation HR Personnel Policy and Fit for Duty Policy.
- Adhere to the One Arrow Oath of Confidentiality and Code of Conduct.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- High school diploma or equivalent.
- Good communication skills and ability to build rapport with clients.
- Basic computer knowledge (Microsoft Office).
- Friendly and professional attitude.
- Must have a valid Saskatchewan drivers license.
- As a condition of employment must provide:
 - A current criminal record Check; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.
 - Funding parameters require applicants to have a **Saskatoon residence**, status registration as **First Nation** and must register with Saskatoon Tribal Council Employment & Training Services.

Please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

Deadline: September 11, 2026