



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following **Permanent Full-Time** position based out of the **Treatment Department in La Ronge, SK:**

Assistant Treatment Manager

The suitable candidate will be able to perform the following duties:

- Working collaboratively with the Treatment Clinical Manager, Cultural Manager, WWC Director, and Prevention & Recovery Manager;
- Assisting in monitoring Treatment services to ensure effective service delivery;
- Supporting a participant-focused approach to assessment and intervention, including assisting with team meetings and case management activities;
- Providing support to therapeutic interventions and helping coordinate appropriate services or referrals;
- Supporting coaching and mentoring of Treatment staff to ensure ethical practice and professional conduct;
- Assisting in organizing and facilitating unit meetings and program activities;
- Monitoring program resources and supporting budget tracking and expense documentation;
- Assisting in enhancing service delivery models in consultation with Cultural Manager, and Director;
- Supporting the development and implementation of annual work plans;
- Assisting with reviewing and maintaining Treatment policies and procedures;
- Assisting in ensuring program plans align with WWC strategic goals and objectives;
- Providing support, feedback, and guidance to team members as directed by the Manager;
- Supporting communication of WWC values, objectives, and program expectations;
- Assisting in representing Treatment service needs within the organization when required.
- Supporting orientation and onboarding of new staff;
- Assisting with tracking staff performance and development plans;
- Supporting administration of scheduling, leave requests, and shift coordination;
- Assisting with monitoring compliance with workplace policies and procedures;
- Supporting documentation related to training, performance, and operational requirements;
- Assisting with ensuring adequate staffing levels for service delivery.
- Acting as a team facilitator and supporting program presentations;
- Maintaining professional development through training and learning opportunities;
- Ensuring confidentiality of participant information in accordance with policies;
- Promoting and supporting Occupational Health & Safety standards;
- Participating in team-based problem solving;
- Performing other related duties as assigned.

The suitable candidate will possess the following qualifications:

- Bachelor's Degree in Social Work or a related field;
- Equivalent combination of education and experience may be considered;
- Minimum 6 months-2 years experience in a related field (experience in a leadership or senior support role is an asset);
- Experience supporting program delivery, reporting, or coordination;
- Experience working with groups, presentations, and report writing;
- Strong organizational and time management skills;
- Ability to work independently and as part of a team;
- Willingness to work flexible hours, including evenings and weekends;
- Proficiency in Microsoft Office applications;
- Experience working with First Nations communities and knowledge of Woodland Cree culture and traditions;
- Ability to speak/understand Cree is an asset;
- **Must** have a Valid Class 5 Driver's License and own a reliable vehicle;
- **Must** provide a satisfactory and recent; Criminal Record Check, Vulnerable Sector Check, & SGI Driver's Abstract.

Date of Posting: May 28, 2026

Deadline: Until Suitable Candidate is Found

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK. S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website : <https://llrib.com/llrib-jobs/>

NOTE: Please be advised applications received without the proper documentation shall not be considered. In the cover letter, please indicate permission to contact references. Your references **MUST be people who you reported to and had direct supervisory authority over you. Also, please provide your Criminal Record/Vulnerable Sector Check and Driver's Abstract with your application.**

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.