



## 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 **Prevention & Recovery Department La Ronge, SK:**

### **Intake Coordinator Assistant**

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

- Assist with receiving and processing all referrals for participant treatment.
- Support the Intake Coordinator in maintaining referral records, waitlists, and participant files.
- Help coordinate and schedule initial intake appointments.
- Assist in preparing intake packages and ensuring referral agents have required materials.
- Support follow-up documentation (e.g., completion letters) to referral agents.
- Provide clerical and administrative assistance related to intake and triage.
- Maintain professional communication with referral agents, participants, and community partners under supervision.
- Support intake-related inquiries and help guide participants in understanding intake expectations and timelines.
- Uphold confidentiality protocols as per WWC and LLRIB policies.
- Assist in maintaining organized records for monthly, quarterly, and annual reports.
- Participate in team meetings and share relevant intake updates.
- Work collaboratively within a multidisciplinary team using a holistic, culturally appropriate approach.
- Help distribute information to service providers and community members about WWC programs and services.
- Maintain awareness of intake-related community needs and service gaps and communicate observations to supervisors;
- Other work-related duties as assigned by immediate supervisor;

**The suitable candidate will possess the following qualifications:**

- Minimum Grade 12 or certificate or coursework in Social work or equivalent.
- 1-2 years of related experience in intake or client facing roles or related would be an asset;
- Strong organizational skills and able to multi-task;
- Willing to work flexible hours, including evenings and weekends;
- Experience in administration and addictions field would be considered as asset;
- Advanced computer skills including Microsoft Office;
- Ability to maintain confidentiality is essential;
- Punctual, honest and reliable;
- Ability to speak Cree is an asset;
- **Must** provide a satisfactory & recent; Criminal & Vulnerable Sector Check, SGI Driver's Abstract.

**Date of Posting: May 29, 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](mailto: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.