



## EMPLOYMENT OPPORTUNITIES

### OPEN COMPETITION

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

### INTAKE COORDINATOR ASSISTANT

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

- Assist with receiving, organizing, and tracking referrals;
- Support intake scheduling and maintain accurate waitlists and participant files;
- Assist in preparing intake packages and assist with documentation and follow-up correspondence;
- Support intake-related inquiries and help guide participants in understanding intake expectations and timelines;
- Communicate professionally with referral agents, participants, and team members;
- Provide administrative and clerical support to the intake coordinator;
- Maintain confidentiality and uphold trauma-informed, culturally appropriate practices;
- Participate in team meetings and training sessions as required;
- Assist in distributing information to service providers and community members about WWC programs and services;
- Support ongoing improvement of the intake process in alignment with WWC goals;
- 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.
- One to two years of related experience in intake or client facing roles or related;
- 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;
- Ability to maintain confidentiality is essential;
- Punctual, honest and reliable;
- Ability to speak Cree is an asset;
- Valid Class 5 Driver's License is preferred;
- **Must** have a Valid Class 5 Driver's License and own a reliable vehicle;
- **Must** provide a satisfactory & recent; Criminal & Vulnerable Sector Check, SGI Driver's Abstract.

**Date of Posting:** May 15<sup>th</sup>, 2025

**Deadline:** until suitable candidate is found.

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors)**, **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.**

- 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