



**WELLBEING PROGRAM NAVIGATOR – 079-26-3**  
**Administration, Wellbeing**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 27, 2026**, for the **Wellbeing Program Navigator** with **Administration, Wellbeing**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Wellbeing Program Navigator** reports to and works under the direction and supervision of the Well-being Administration Office Manager.

The Community Resource Navigator is responsible for providing a central point of entry for individuals and families seeking services across all Six Nations of the Grand River Department of Well-Being programs. This role ensures that clients are welcomed, assessed, and appropriately referred to the program(s) that best meet their needs. The position requires a strong understanding of available services, cultural sensitivity, and a client-centered approach to support community members in accessing resources in a timely and respectful manner.

<b>Type</b>	Full-Time
<b>Closing Date</b>	May 27, 2026
<b>Hours of Work</b>	37.5/hrs per week
<b>Wage</b>	\$49,600 - \$62,000

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

- Post-secondary education in Social Services, Human Services, or related field OR Minimum 2 years of experience in intake, referral, or client services role
- Strong knowledge of Six Nations of the Grand River Department of Well-Being programs and awareness of community resources.
- Proficiency with computer systems and client databases

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at [HRBP3@sixnations.ca](mailto:HRBP3@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Wellbeing Program Navigator – Full-Time – 079-26-3**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



**POSITION TITLE:** Well-Being Program Navigator

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Well-being Administration Office Manager.

**PURPOSE & SCOPE OF THE POSITION:**

The Community Resource Navigator is responsible for providing a central point of entry for individuals and families seeking services across all Six Nations of the Grand River Department of Well-Being programs. This role ensures that clients are welcomed, assessed, and appropriately referred to the program(s) that best meet their needs. The position requires a strong understanding of available services, cultural sensitivity, and a client-centered approach to support community members in accessing resources in a timely and respectful manner.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions**

- Serves as the first point of contact for individuals seeking services across the Department of Well-Being.
- Ensures accurate documentation of client information in intake and referral systems.
- Checking clients in for appointments at White Pines Wellness Center, as needed
- Creating the client file in the electronic medical record, as needed
- Provides referrals to the appropriate Department of Well-Being program or external service providers, as needed.
- Follows up with clients to confirm successful connection with services.
- Maintains up-to-date knowledge of all Department of Well-Being programs and community resources.
- Collaborates with program staff to ensure smooth transitions for clients

**2. Administrative Functions**

- Maintains accurate intake and referral records.
- Prepares and updates reports on service demand, referral patterns, and client outcomes as directed.
- Ensures compliance with confidentiality, privacy, and risk management policies.
- Assists with development of standardized intake processes and tools

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**3. Communications Functions** – Compose briefing notes, memos, correspondence, and updates etc.

- Greets and interacts with clients, families, and community members in a professional, respectful, and culturally sensitive manner.
- Provides clear and accurate information regarding available services, eligibility, and processes.
- Acts as a liaison between clients and programs, helping to resolve barriers to service access.
- Supports public awareness of available services through information sharing and outreach

**4. Other Functions**

- Participates in training, meetings, and cross-departmental initiatives as required.
- Supports Six Nations' Emergency Measures Plan as directed.
- Performs other duties as assigned or deemed necessary.

**WORKING CONDITIONS:**

- Participates in training, meetings, and cross-departmental initiatives as required.
- Supports Six Nations' Emergency Measures Plan as directed.
- Performs other duties as assigned or deemed necessary.

**WORKING RELATIONSHIPS:**

**With Director of Well-being, Senior Leadership and Program Managers**

- Receives direction, shares updates, and collaborates on service planning.

**With Other Staff**

- Promotes teamwork, communication, and collaboration across all Six Nations Council departments.

**With External Agencies**

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- Coordinates referrals when appropriate; maintains positive working relationships with partner organizations.

### **With the Public**

- Acts as a welcoming representative of Six Nations Council; provides courteous, professional, and culturally respectful service.

### **KNOWLEDGE AND SKILLS:**

#### Minimum Requirements:

- Post-secondary education in Social Services, Human Services, or related field **OR** Minimum 2 years of experience in intake, referral, or client services role
- Strong knowledge of Six Nations of the Grand River Department of Well-Being programs and awareness of community resources.
- Proficiency with computer systems and client databases

#### Other Related Skills:

- Excellent interpersonal, communication, and conflict resolution skills.
- Strong organizational and time management abilities.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Cultural awareness and sensitivity to the values, traditions, and needs of the Six Nations community.

### **IMPACT OF ERROR:**

Errors in judgement, intake, or referral could result in delayed services, duplication of effort, client frustration, or failure to meet client needs. This may negatively impact community trust in Six Nations Council and lead to reputational or operational challenges.

### **CONTROL:**

Works within the policies and procedures established by Six Nations Council and relevant legislation. Guided by principles of client-centered service, cultural sensitivity, and ethical practice.