EMPLOYMENT OPPORTUNITY – LENNOX ISLAND HEALTH CENTRE

SOCIAL DEVELOPMENT CASE MANAGER

Employment Status: Full-time/Permanent
Wage Range: $32.01 – $42.06

Position Summary

Lennox Island Health Program is seeking a **Social Development Case Manager** to provide one-to-one case management and practical support to community members to help address immediate needs, improve stability, work toward personal and employment goals, and connect with appropriate programs, services, resources, training, and employment opportunities.

The Social Development Case Manager completes intake and basic assessments, works with individuals to identify goals and develop action plans, assists with access to benefits and other supports, makes referrals, and provides ongoing follow-up. The position also provides supported employment services, helping individuals identify employment goals, build employment readiness, access training and employment opportunities, and receive ongoing support to obtain and maintain employment.

Key Responsibilities

Case Management & Individual Support

- Provide individualized Social Development case management, including intake, basic assessment, goal setting, action planning, and ongoing follow-up.
- Assist individuals in identifying strengths, needs, priorities, and barriers and developing practical steps toward their goals.
- Support access to identification, benefits, income supports, housing, transportation, childcare, and other practical needs.
- Provide information, referrals, advocacy, and connections to appropriate programs, services, and community resources.
- Coordinate supports for individuals with multiple or complex needs, including connections with housing, Post-Majority, health, education, justice, and other services.
- Encourage individual choice, participation, independence, and responsibility while recognizing when additional or specialized support is required.

Supported Employment

- Provide individualized employment support to community members seeking to enter, return to, or maintain employment.
- Help individuals identify employment interests, strengths, goals, barriers, and employment-readiness needs.
- Assist with resumes, applications, job searches, interview preparation, training, certifications, work experience, and other employment opportunities.
- Develop connections with employers, training providers, government programs, and community partners to identify opportunities and available supports.
- Assist individuals in connecting with suitable employment or work experience opportunities.
- Provide follow-up support to help individuals address workplace barriers and successfully maintain employment.

Documentation & Reporting

- Maintain accurate and timely case notes, consent documentation, action plans, referrals, follow-up, and program records.
- Maintain organized and up-to-date electronic client files using designated electronic filing and case management systems in accordance with privacy and confidentiality requirements.
- Maintain required program statistics and track case management and supported employment activities and outcomes.
- Prepare brief program updates and reports as required.

Qualifications

The successful candidate will ideally have:

- Diploma or degree in Social Services, Human Services, Community Development, Employment Services, Case Management, or a related field. An equivalent combination of education and relevant experience may be considered.
- Experience in case management, employment support, social services, or community-based services.
- Strong communication, relationship-building, organizational, documentation, and problem-solving skills.
- Ability to work effectively with individuals experiencing a range of needs and barriers while maintaining confidentiality and professional boundaries.
- Strong computer skills and ability to use electronic filing and case management systems.
- Ability to work independently and collaboratively as part of a team.
- Knowledge and understanding of Mi'kmaq culture, values, ways of knowing, and First Nations programs, services, and community-based supports would be an asset.

Cultural Practice

Lennox Island Health Centre is committed to delivering culturally grounded, community-based services that honour Mi'kmaq values, teachings, and ways of knowing. Employees are expected to collaborate with Cultural Supports, Elders, Knowledge Keepers, and community members, as appropriate, to strengthen wellness, healing, and connection throughout programs and services.

How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their education, experience, and suitability for the position. * *Preference may be given to qualified Indigenous applicants in accordance with Lennox Island First Nation's applicable employment preference practices and the Canadian Human Rights Act.*

Application Deadline: November 6, 2026
Submit Applications To: Stacey Bishop at Stacey.bishop@lennoxisland.com

We thank all applicants for their interest. Only those selected for an interview will be contacted.