



WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Biliik • Sitansisk • Welamukotuk

EMPLOYMENT OPPORTUNITY – Wolastoqey Tribal Council Inc.

Client Support Navigator

Location: Fredericton, New Brunswick, Canada

Duration: One year with possibility of renewal

Reporting to: Director of Lifelong Learning

Date issued: September 21st, 2026

Deadline for application: October 4th 2026

Positions available: 2

About the Organization:

The Wolastoqey Tribal Council Inc. (WTCI) is a not-for-profit organization whose role is to provide capacity-building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick. These member communities consist of Matawaskiye (Madawaska Maliseet First Nation), Wotstak (Woodstock First Nation), Biliik (Kingsclear First Nation), Sitansisk (St. Mary's First Nation), and Welamukotuk (Oromocto First Nation).

Visit our website for more information: www.wtci.wolastoqey.ca

Position Overview:

Reporting to the Director of Lifelong Learning the Client Support Navigator serves as a non-clinical point of coordination for individuals accessing services and support through WTCI's Wasisok Tomk program. The Navigator's role will be to complete intake and general assessment of needs, supports the development and implementation of wellness plans, facilitate connections to appropriate services, and provide ongoing light-touch coordination within the individual's circle of care.

The Client Support Navigator helps individuals understand and access available supports, connects identified needs and wellness goals to appropriate services, and promotes continuity and communication across the circle of care. The role is supportive and coordinative in nature and does not provide clinical assessment, diagnosis, treatment, or other clinical services.

Key Responsibilities:

- Process initial client referrals and complete intake, including entering required information into the appropriate data system.
- Manage client referrals and waitlists, including tracking referral status and required follow-up.
- Complete or support appropriate non-clinical assessments to identify client needs, priorities, strengths, barriers, and potential service connections.
- Support the development, implementation, and review of Wellness Plans with the circle of care.
- Connect individuals to appropriate programs, clinical team members, community resources, and other services as needed.
- Facilitate referrals and support individuals in navigating available services, including services outside the scope of ISD in collaboration with the circle of care.
- Provide follow-up to support successful connections to identified services and supports.
- Provide ongoing, light-touch coordination as needed.
- Communicate and collaborate with relevant members of the circle of care, with appropriate consent and in accordance with privacy and confidentiality requirements.
- Maintain accurate and timely intake, referral, assessment, Wellness Plan, waitlist, and follow-up documentation.
- Participate in team meetings, collaborative planning, and case discussions as appropriate.
- Promote a person-centred, strengths-based, trauma-informed, culturally respectful, and wellness-focused approach.
- Advocate for clear communication and appropriate access to services while supporting individual choice and self-determination.
- Perform other related duties consistent with the role and responsibilities of the Wasisok Tomk team.

Qualifications:

- Relevant experience/knowledge of supporting individuals or communities, gained through education, training, certifications, employment, or hands-on community work
- Knowledge of Wolastoqey language, culture, governance, and communities is considered a strong asset.
- Strong understanding and appreciation of Indigenous cultures, traditions, and kinship systems.
- Experience supporting or navigating services for individuals, including identifying needs, connecting people with resources, and advocating for appropriate supports.
- Ability to work collaboratively and respectfully, using a person-centred, trauma-informed, and culturally respectful approach.
- Bachelor's degree in education, human services, health sciences, Indigenous studies, public health, public administration, or a related field an asset.

Additional Notes:

- The successful candidate must have a valid driver's licence and regular access to a vehicle.
- Candidates who currently hold elected political office are not eligible for consideration for this position.

Remuneration is commensurate with qualifications and experience. The Wolastoqey Tribal Council Inc. offers competitive salary and benefits to our employees. The salary range for this position is \$57,000-\$70,000. Working location is 35 Dedham St, Sitsansisk (Fredericton, New Brunswick).

Applications should be submitted in confidence via email, with the subject line "Client Support Navigator" to: human.resources@wolastoqey.ca. The deadline for application is October 4th 2026.

WTCI hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.

Note: personal suitability will also be considered during the hiring process.