



**PERSONAL DEVELOPMENT COACH
SAULTEAUX FIRST NATION
ONE (1) FULL-TIME TERM POSITION**

THE POSITION

The BATC Personal Development Coach will be responsible to assess Social Assistance clients seeking employment. Under the direction of the On-reserve Coordinator, the Personal Development Coach will advocate and mediate for client personal and social development. The BATC Personal Development Coach will work out of the BATC Community Services office on Saulteaux First Nation and BATC Atoskewin Centre.

DUTIES AND RESPONSIBILITIES

- Assess Income Assistance Clients and determine if employable.
- Build a mandatory case plan, utilizing employment and training programs, counselling services, Program, and other community resources.
- Maintain case file, update database, authorize incentives, refer, and support clients.
- Continue active contact and follow up with mandatory case clients, determines if client is adhering to plan.
- Intervene and liaise with Social Assistance administrator for client eligibility.
- Provide updates and reports: number of clients assessed, clients applied/completed training, clients referred to Placement, follow-up, clients faltering from mandatory plan.
- Advocate and mediate for client personal and social development.
- Work as team with Social Development Staff
- Adhere to BATC Personnel Policy and regulations
- Other duties as assigned

QUALIFICATIONS

- The ideal candidate will be Post-Secondary Certified or with experience in case management. Consideration will be made for applicants with related technical post-secondary certification, plus extensive work experience.
- Extensive knowledge and experience working with computer software applications on a daily basis
- Experience with data base an asset
- Valid Driver's License and clean drivers abstract
- Speak Cree or Saulteaux an asset

Closing date: November 21, 2025 @ 4:30pm - Please quote Competition #2025-29

Please submit resume, cover letter, Drivers Abstract and CPIC to:

**Human Resources
Battleford Agency Tribal Chiefs
Unit 200, 1242, 100th Street
North Battleford
S9A 0V7**

**Email: humanresources@batc.ca
Phone: 306-446-1400
Fax: 306-937-3781**

BATTLEFORDS AGENCY TRIBAL CHIEFS, INC THANKS ALL APPLICANTS, BUT ONLY THOSE SCREENED FOR AN INTERVIEW WILL BE CONTACTED