



Community Navigator

Job Posting

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| Position Title: | Community Navigator |
| Hours: | 35 hours per week |
| Wage: | \$28.59 - \$41.09 per hour <i>(starting wage commensurate with experience)</i> |
| Start Date: | ASAP |

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a compassionate, organized, and community-minded individual to join our team as the Community Navigator at LBN.

The Community Navigator is responsible for supporting LBN members, both on and off reserve/urban, in accessing available resources and services both within LBN and through partner and external organizations accessible to the member. This full-time position serves as the first point of contact for community members seeking help with housing, emergency supports, funding programs, applications, and referrals. The ideal candidate is approachable, resourceful, and skilled in navigating complex systems on behalf of others.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Serve as a central contact person for community members seeking information, supports, and referrals.
- Respond to requests for support and guide members through available resources and programs both at LBN and external organizations that the member may have access to.
- Build and maintain a toolkit of community resources and contacts in the Burns Lake, Prince George, Vancouver, and other key regions where members are located.
- Support members in completing forms and applications for services (e.g. emergency funds, health supports).
- Collaborate with internal departments and external services providers to maintain up-to date information.
- Maintain confidential records of interactions and support provided.
- Complete member intakes/requests and direct queries to the appropriate departments and resources.
- Participate in planning and community outreach initiatives as needed.



MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Minimum of a diploma in Human Services, Administration, Community Planning, or a related field. A bachelor's degree is an asset.
- Minimum of two (2) years of administrative or community support experience, preferably working with Indigenous Peoples or communities.
- An equivalent combination of training and experience in intake processing, community planning, community support, or administration will also be considered.

Skills & Abilities

- Strong organizational and communication skills, both written and verbal.
- Strong understanding of Indigenous culture, values, and community dynamics.
- Ability to work respectfully and effectively with people of all ages and backgrounds.
- Ability to maintain confidentiality and manage sensitive information appropriately.
- Comfortable working independently while staying connected with a broader team.
- Skilled in intake processes, form completion, and client follow-up.
- Proficient in using email, Microsoft Office, and basic database systems.
- Ability to build rapport and trust with diverse community members.
- Excellent written and verbal communication skills.
- The ability to speak and understand the Carrier language is an asset.

Position-Specific Competencies

- Initiative: Self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Engagement: Builds trusting relationships with members and provides sense of stability and support.
- Professionalism: Highly confidential and discrete with member information; is respectful and professional in interactions with members, staff, resource organizations, and leadership.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN into navigation services and member support.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.



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Working Conditions

- Occasional travel to other LBN communities or partner organizations may be required.
- May be required to work flexible hours depending on community needs.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.