



Job Posting

Pre-Employment Supports (PES) Coordinator

*** 1 Year Term position ***

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **June 23rd, 2026, at 4:00PM.**

How to Apply: Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

Job Title	Pre-Employment Supports (PES) Coordinator
Reports To	Social Development Advisor / Health Promotion Manager
Division	Health – Clinical Services
Department	Health Promotions
Program	Social Services
Review Date	January 2026

Job Purpose

The Pre-Employment Supports (PES) Coordinator provides case management services to Income Assistance clients who are Expected to Work across three SERDC member First Nations: Berens River, Little Grand Rapids, and Pauingassi. The role focuses on helping individuals reduce dependency on income assistance through comprehensive assessments, individualized case planning, employability skills development, and connections to employment and training opportunities. This is a shared position serving all three communities, requiring regular travel and close collaboration with each community's Income Assistance Administrator (IAA) and local support teams.

Duties and Responsibilities

1. Case Management and Client Services

- Work directly with each community's Income Assistance Administrator (IAA) and support teams to identify and recruit clients who are Expected to Work.
- Conduct comprehensive client assessments using the ISC Employability Assessment Tool (EAT) to evaluate work history, education, essential skills, job search readiness, and life management factors.
- Develop individualized Case Plans/Action Plans with each client, outlining specific goals, activities, timelines, and responsibilities.
- Provide ongoing case management services including regular check-ins, progress monitoring, and documentation.
- Coordinate intake and triage processes with IAAs to ensure appropriate client referrals.
- Conduct follow-up calls at 1 month, 3 months, and 6 months following program completion or employment placement.
- Maintain accurate and up-to-date client files and case documentation.

2. Community Partnership and Collaboration

- Build and maintain strong working relationships with each community's IAA and local teams.
- Travel regularly between Berens River, Little Grand Rapids, and Pauingassi to provide in-person services.
- Conduct community orientation sessions to explain PES programming, expectations, and benefits.
- Develop and maintain a Client Referral Strategy documenting pathways between PES and other service providers.
- Liaise with SERDC Health Services, ISET/Employment & Training, Post-Secondary Education programs, Addictions services, and Mental Health supports.
- Coordinate with ISET holders and training providers to identify suitable programming for clients.
- Respect and work within each community's protocols and cultural practices.

3. Program Development and Delivery

- Plan and deliver pre-employment programming including life skills workshops, resume writing, and job search assistance.
- Coordinate essential skills upgrading and referrals to training programs.
- Develop work placement opportunities with local employers and band programs.
- Implement client incentive programs to encourage participation and completion.
- Adapt programming to suit each community's labour market and regional opportunities.
- Ensure programming meets ISC Pre-Employment Supports guidelines and requirements.

4. Administrative and Reporting

- Maintain program statistics for evaluation and reporting purposes.
- Submit required reports to ISC and SERDC management.
- Track client outcomes including employment placements, training completions, and program exits.
- Assist in developing funding proposals and program documentation.
- Provide monthly updates to SERDC Senior Management.
- Attend PES conferences and professional development opportunities.

5. Professional Standards and Compliance

- Adhere to SERDC policies and ensure compliance with ISC program requirements.
- Maintain confidentiality of client information.
- Participate in program quality improvement activities.

6. Other related duties as assigned.

Qualifications/Skills

Education

- Completion of a college or university program in Social Work, Human Services, Career Development, or a related discipline, or equivalent combination of education and experience.

Knowledge, Skills and Experience

- Minimum 3-5 years of experience in case management, employment services, or social development with First Nations communities.
- Knowledge of ISC Income Assistance and Pre-Employment Supports program policies.
- Experience working with Income Assistance Administrators and community-based teams.
- Proficiency in MS Office programs.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple community caseloads.
- Strong analytical, problem-solving, and time management skills.
- Group facilitation abilities.
- Current and valid MB Driver's License with accessibility to a reliable insured vehicle.
- Position is subject to a Criminal Record Check, including Vulnerable Sector Search and an Abuse Registry Check.
- Current CPR and First Aid certification.

DESIRED:

Ability to speak Ojibwe

Working Conditions

- Work in SERDC office and in community settings at Berens River, Little Grand Rapids, and Pauingassi First Nations.
- Frequent travel to remote, fly-in communities required (primarily by air; winter road access to Berens River).
- Works within the SERDC employment policy framework and respects each community's protocols.
- Standard 40-hour work week.
- Additional hours beyond standard regular hours may be required during community visits.
- Exposure to weather and temperature extremes during travel.
- Willingness and ability to work in a self-paced environment while maintaining strong, positive relationships with community IAAs, teams, and SERDC staff.