



Job Posting

Social Development Advisor

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 **January 30th, 2026, at 4:00PM**

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

Job Title	Social Development Advisor
Reports To	Health Promotion Manager
Division	Health Clinical
Department	Health Promotion
Review Date	January 7, 2026

Job Purpose

Under the general direction of the Health Promotion Manager, the SERDC Social Development Advisor is responsible to provide advisory services by assisting SERDC First Nations Income Assistance Administrators in the development, implementation and delivery of targeted social development programs. The program focuses on assist persons living in First Nations communities in maintaining a basic standard of living by reducing dependency on income assistance by developing individual and family strengths.

Duties and Responsibilities

1. Capacity Development & Program Support

- Assist leadership and senior staff in identifying program needs and best practices for effective administer the Income Assistance program in accordance with Indigenous Services Canada (ISC) policies and procedures.
- Engage Income Assistance Administrators (IAA) and staff in role enhancement activities to strengthen program administration through monitoring, evaluation, and promotion of awareness of changes to social policies and procedures.
- Provide ongoing, one-to-one guidance and support to IAAs on all aspects of the Income Assistance program implementation and service delivery.
- Foster a spirit of teamwork and cooperation with IAAs to support effective training experiences and workshops.
- Develop and maintain training materials, teaching tools, and other resources to support Income Assistance program delivery.
- Participate in relevant training sessions and workshops to maintain up-to-date knowledge and competency in Income Assistance.

2. Financial Oversight & Reporting

- Review financial statements to assess program compliance by verifying accuracy and monitoring discrepancies related to expenditures, disbursements, and reimbursements as part of the pre-compliance process.
- Support IAAs in submitting timely, accurate, and comprehensive financial and statistical reports to funding agencies, as required.
- Assist with the preparation and provision of documentation required for the transfer of funds related to:

- Approved pre-employment activities
- Life skills initiatives
- Training components
- Work projects
- Support the development of project proposals and written submissions to funding agencies.

3. Collaboration, Compliance & Policy Analysis

- Engage and collaborate with a variety of funding agencies that support education, training, employment, and other empowering activities for Income Assistance clients.
- Liaise with provincial and federal social development organizations to support mutual agreements and remain informed of policy and practice changes.
- Assist First Nation communities, upon request, in meeting accountability requirements to the Government of Canada and SERDC communities by ensuring adherence to ISC Income Assistance policies and procedures.
- Conduct analysis of provincial and federal income assistance policies to support the development of a reasonably comparable on-reserve Income Assistance program.
- Review and address major program concerns in collaboration with ISC officials.

4. Community Engagement & Resource Coordination

- Assist IAAs in identifying and accessing community resources, including legal, medical, financial, housing, employment, transportation, daycare, and other support services.
- Provide follow-up support to First Nations on approved projects to promote successful outcomes.
- Promote SERDC services through participation in community health fairs, gatherings and other social-related public events.
- Liaise with social service agencies to exchange information, gather feedback, and strengthen social development programs and services.
- Actively participate in Social Development and Income Assistance working groups, meetings, and networking opportunities with Manitoba Tribal Councils, Independent First Nations, and other Indigenous service organizations.

5. Reporting, Communication & Organizational Support

- Provide ongoing updates and monthly reports to SERDC Senior Management.
- Provide ongoing support to related programs that impact income assistance and social development, including housing, education, economic development, training and employment, health, child and family services, and others.
- Work collaboratively with Directors and Managers across a wide range of departmental areas.
- Participate in SERDC special events when required or requested by the Supervisor.

6. Professional Standards & Core Competencies

- Demonstrated knowledge of SERDC, its member First Nations, organizational structure, and programs.
- Ability to handle confidential information with professionalism and discretion.
- Commitment to providing exceptional client service through respectful communication, courtesy, and professionalism.
- Strong interpersonal, organizational, and collaborative skills.

7. Other related duties as assigned.

Qualifications/Skills

Education

- Completion of a college or University program in Social Work or related discipline and/or combination of five (5) years related experience in Income Assistance or Social Development, working in or with First Nations.

Knowledge, Skills and Experience

- In-depth knowledge of the Manitoba provincial Employment Income Assistance program and specifically the Federal On-Reserve Income Assistance Program policies and procedures.
- Knowledge and understanding of budgets and financial information.
- Capable and excellent understanding and application of MS Office programs.
- Excellent verbal and written communication skills.
- Must demonstrate attention to detail and organizational skills and enjoy working in a team environment as well as independently.
- Strong analytical, problem solving, time management skill set with the ability to meet deadlines.
- Capable of taking initiative and follow through to continuously improve internal processes when identified.
- Must demonstrate reliability, responsibility, and dependability, in fulfilling obligations in an effective, efficient and timely manner.
- Demonstrated group facilitation abilities and strong analytical skills.

DESIRED:

Ability to speak Ojibwe

Working Conditions

- Willing and able to travel by all forms of transportation, to remote and northern First Nation communities in Manitoba.
- Generally, work in an office environment.
- Working a standard work week.
- Additional hours beyond the standard regular hours of work may be required at times.

Physical Requirements

- Ability to lift at least 25lbs.