



# MOHAWKS OF THE BAY OF QUINTE

## KENHTÈ:KE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE

24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0

Phone 613-396-3424 Fax 613-396-3627

Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** [Social Navigator](#)

**Posting Type:** Internal \*members of MBQ or active MBQ employees

**Program:** Mohawk Family Services

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Term Position (1 Year)

**Posting Closes/Deadline:** July 12, 2026, at 11:59 p.m.

**Tentative Interview Dates:** TBD

**Salary Range:** Pay Grid Level H-3 (Salary range \$32.42 - \$33.73)

### **About Us:**

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### **Position Summary:**

The Social Navigator is primarily focused on helping individuals and families who are unhoused or at risk of homelessness. They work to build and maintain relationships with landlords and housing providers, develop transitional housing agreements, and assist individuals in accessing rental subsidies and securing safe, stable housing. In addition, the Social Navigator supports clients in completing essential documentation such as status card applications, birth certificates, and health card renewals. They assist with managing referrals to psychoeducational supports, mental health services, and other programs that promote client stability and wellbeing.

The Social Navigator works collaboratively with the Family Advocacy and Family Wellbeing teams, contributes to care planning, programming, and connecting individuals with relevant supports. They help organize and occasionally supports after-hours or weekend programming, maintains accurate client records, and ensures the broader team is informed of available resources and emerging needs. Strong computer skills and attention to detail are essential.

### **Reporting:**

This position will report to the Mohawk Family Services Manager. This position has no direct reports.

### **Summary of Main Responsibilities:**

#### **☞ Housing Support (Primary Focus):**

- Build and maintain relationships with landlords, housing providers, and property managers.
- Support clients in securing transitional and long-term housing solutions.
- Identify and apply for rental subsidies and emergency housing support with clients.
- Develop transitional housing agreements with landlords.

- Track local housing availability and share updates with the team.
- Support clients in maintaining stable housing and following through with care plans.

☞ **Essential Documentation and Referrals:**

- Assist clients in completing and submitting forms for Status cards, Birth certificates, Health cards and other essential documentation required for services or benefits.
- Manage referrals to psychoeducational support programs and other internal/external services as needed.

☞ **Client Navigation and Care Support:**

- Provide respectful, strengths-based support to clients navigating social systems.
- Maintain accurate and up-to-date case notes, intake files, and EMHware records.
- Assist clients in accessing services such as mental health supports, employment programs, or cultural programs.
- Work with Family Advocacy and Family Wellbeing teams on care plans and case coordination.
- Respond to urgent needs and help with follow-up support where appropriate.

☞ **Community Programming and Teamwork:**

- Collaborate with team members to help design and deliver culturally grounded programming and workshops.
- Participate in and support occasional evening or weekend events and activities.
- Share relevant community resources with team members and assist in promoting access to programs.
- Participate in planning, evaluation, and service improvement processes.

☞ **Administrative Responsibilities:**

- Maintain organized, confidential client files and documentation.
- Track and report service data, outcomes, and referrals as required.
- Keep Outlook calendar updated with appointments, follow-ups, and events.
- Communicate professionally and respectfully with clients, coworkers, and external partners.

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required.**

**Requirements:**

- ☞ Diploma in Social Service Work, Indigenous Studies, Humanities, or a related field
- ☞ Registered, or willing and able to register, with Ontario College of Social Workers or another acceptable governing body
- ☞ Experience in social services, preferably in housing navigation, case management, or community programming.
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Familiarity with Haudenosaunee culture and community-based supports.
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle
- ☞ Clear Drivers Abstract

**Knowledge, Skills and Abilities:**

- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Knowledge of databases, etc.
- ☞ Ability to work as an individual and as part of a team
- ☞ Develop & maintain secure knowledge of social & mental health services

- ☞ Demonstrate knowledge and respect of Indigenous culture, traditions & history
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Knowledge of and ability to interact with external partners

**Behavioural Competencies:**

- ☞ Strong desire to help those with disabilities, disadvantages, health or social needs
- ☞ Must be empathetic and non-judgemental
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:           Mohawks of the Bay of Quinte 24 Meadow Drive Deseronto, ON   K0K 1X0 ATTN: Careers	By Fax: 613-396-3627  By Email: <a href="mailto:careers@mbq-tmt.org">careers@mbq-tmt.org</a>
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**For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org) or to find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)**

- *Internal Postings are for members of MBQ or active employees only (please advise/declare in your email and/or cover letter)*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *Must legally be eligible to work in Canada*
- *If you require accommodations for the interview, please let us know*
- *AI may be used in applicant selection, all final decisions are made in person*