



330 Main Drive
Box 178, Savona,
B.C. V0K 2J0
Phone (250) 373 2493
Fax (250) 373 2494

JOB OPPORTUNITY

POSITION TITLE: Band Social Development Worker

DEPARTMENT: Social Development

REPORT TO: Social Development Department Manager

GENERAL DESCRIPTION

The Band Social Development Worker (BSDW) is acting on behalf of the Skeetchestn Indian Band as the Administering Authority responsible for administering the Social development policy and procedures for the income assistance program as prescribed by Indigenous and Northern Affairs Canada (INAC). The incumbent maintains communication with the Band departments and government agencies for the purpose of providing information and assistance through the various programs. The BSDW plays an important role in assisting clients to become financially independent through continued employment and provide participants with information on services that may be available to them such as childcare, training, employment opportunities and services for people with disabilities.

AREAS OF RESPONSIBILITIES

Income Assistance

- Administers the Income Assistance program as prescribed by INAC;
- Takes applications and completes assessments;
- Completes Budget and Decision Sheets to determine eligibility;
- Issues assistance as prescribed by the program;
- Keep clients informed of all requirements and obligations and of all useful resources;
- Facilitate the education on budgeting,
- Facilitates the enrollment of recipients in training or educational programs that will enhance employability;
- Assists and/or refer employable recipients to employment coaches to update or create resume, cover letter, practice interview questions, job search tips and resources;
- Ensures recipients maintain a progression training/employment plan to facilitate the return to work, work in collaboration with the Band Social Worker, the Education Coordinator and other employment coaches, and also facilitates access to job fairs;
- Maintains secure and organized filing systems;
- Ensures all Policies and Procedures set out by INAC, the Band and other relevant Ministries are being followed;
- Maintains close relationship with INAC's BSDW Support agent;
- Completes quarterly income assistance reports, annual statistical reports and provide reports as requested by Council.

Social Development

Assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and the Skeetchestn community as a whole by:

- Participating in committees, teams and task groups working towards the alleviation or resolution of social problems;
- Assisting with preparation of documentation for the work opportunity programs and employment training initiatives, and assisting in the administration of approved projects as requested;
- Participating in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position and stay knowledgeable and current regarding all income assistance policy and procedures;
- Participating and assisting during community events and activities as requested.



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Job qualifications:

- Ability to establish and maintain effective working relationships with members of case load and their families as well as civic, legal, medical, social and other organizations.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain strict confidentiality.
- Previous experience in financial reporting and principals.
- First Nations and cross cultural experience an asset.
- Ability to work independently or with limited supervision and also to work in a team setting.
- Must be computer literate with MS word, Excel, Internet, Emails.
- Must possess a post-secondary diploma/certificate.
- Valid BC Driver's License and access to a reliable vehicle
- Will undergo a Criminal Record Check upon hiring (paid by the Band)

Length of Employment & Wage Range:

This is a Full-time Permanent position, 40 hours/week Monday to Friday. AFOA BC Wage Grid \$18-\$21 Comprehensive Benefits package including: Group Pension Plan and Extended Health Benefit package introduced after 3 month probationary period.

How to Apply: Forward your resume and cover letter to HR:

PO Box 178, Savona, BC V0K 2J0 Email: adminassist@skeetchestn.ca Fax: 250-373-2494 Ph:250-373-2493

Application deadline extended. Resume accepted until the position is fullfield.