



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Social Development Assistant

Supervisor: Social Development Manager
Hours: Full-time, temporary

Job Summary

The Social Development Assistant is responsible for supporting the Social Development Manager in all aspects of record-keeping and file management for clients. This role includes assisting clients with social assistance applications and related tasks, ensuring accurate and confidential documentation, and verifying the correctness of income assistance payments. The assistant will also help interpret social development policies, provide referrals for counselling when necessary, and maintain an organized case management system. This position plays a crucial role in helping community members understand and access the services available to them, contributing to their overall well-being.

Duties & Responsibilities

- Process Income Assistance Applications in accordance with social development policies and procedures, as well as INAC requirements.
- Determine eligibility for assistance and prepare budget and decision forms as needed.
- Inform members of their rights, responsibilities, and the right to appeal.
- Maintain a confidential file for each applicant, including case notes, identification, and all required documentation. Files must record disbursements of government funds, amounts, and purposes.
- Assist with annual reviews as required.
- Verify that Income Assistance payments are correct according to policy rates for Basic Support, Shelter, and Special Needs.
- Interpret social development policies and procedures to help members understand the program's purposes, services, and requirements.
- Make appropriate referrals for counselling for addictions, family violence, and mental health when needed.
- Maintain an up-to-date filing and case management system.

We thank everyone for their interest; however, only those selected for an interview will be contacted.

Qualifications & Skills

- High School Diploma or equivalent.
- Band Social Development Worker Training.
- Minimum of 1 year of work experience in the field of Social Development.
- Strong judgement in setting priorities, identifying issues, and determining action under pressure or tight deadlines.
- Exceptional organizational, interpersonal, communication, and writing skills.
- Ability to work independently as well as part of a team.
- Flexible schedule availability.
- Proficient with Internet and software applications such as Word, Excel, etc., at an intermediate to advanced level.
- Must undergo a criminal record check, including a vulnerable sector check, every five years.
- Valid BC Driver's Licence and a reliable vehicle.

Salary & Benefits

- Wage: \$18-\$20 per hour
- Benefits: Medical and dental coverage (after 3-month probation), pension plan, vacation and sick time

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.