



Saik'uz First Nation Job Description

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| Position Title: | SOCIAL DEVELOPMENT ASSISTANT |
| Department: | Social Development |
| Position Title of Supervisor: | Social Development Manager |
| Location: | Administration Office |
| Position Type: | <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Probation <input type="checkbox"/> Developmental |
| Hours of Work: | 8:30am – 4:00pm |
| Date the Position was Documented: | September 23, 2020 |
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* This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Summary of the Position

The Social Worker Assistant is responsible to support the administration of the Social Assistance Program for the Saik'uz First Nation by assisting members with applications, and performing Income tests, and performing social assistance calculations. He or she will work in coordination with other agencies as necessary to ensure a high standard of program and service delivery to the Saik'uz First Nation members.

Essential Duties and Responsibilities

*Other duties as needed will be assigned by General Manager and/or Social Development Manager.

- The Social Development Assistant shall process and determine eligibility and prepare budget and decision forms as required. All members must be informed of their rights and responsibilities and the right to appeal.
- Process Income Assistance Applications according to the social development policy, and procedures manual, according to INAC requirements.
- Assist with maintaining a confidential file on each applicant that will include case notes, identification and all required documentation for the file to be complete. Files must include records of disbursements of government funds, amounts, and purpose.
- Assist with all annual reviews as required.
- Verify the Income Assistance payment is correct according to the policy rates for Basic Support, Shelter, and Special Needs.
- Interpret social development policy and procedures to provide members with a better understanding of the purposes, services and requirements of the Social Development program and to make appropriate referrals for counseling for addictions, family violence and mental health whenever required.
- Maintain an up-to-date filing and case management system.
- Sustain professional growth and development.



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Position Qualifications (Knowledge, Skills & Abilities)

- High School Diploma or equivalent.
- Band Social Development Worker Training.
- Min 1 years of work experience in the field of Social Development.
- Excellent judgment in setting priorities, identifying issues, and determining action when working under pressure or tight deadlines.
- Excellent organizational, interpersonal, communication, and writing skills.
- Strong ability to work independently as well as a member of a team.
- Ability to work with a flexible schedule.
- Experience as an intermediate/advanced user of the Internet and software applications such as Word, Excel, etc.
- Must undergo a criminal record check, which includes a vulnerable sector check, every five years.
- A valid BC Driver's License and a reliable vehicle.

Special Considerations for Position Working Conditions/Physical Effort

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of the General Manager.

Position Deliverables, Performance Expectations & Accountability

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| Monthly Review | Report of social programs delivered to the community and how many members benefited from them. |
| Quarterly Report | Assist with Income Assistance report by the 15th day of each reporting period. |
| Quarterly Report | Assist with Assisted Living, National Child Benefit, and Family Violence reports by the 15th day of each reporting period. |
| Monthly Review | Report daily activities with individuals, families, groups, communities, staff, colleagues, and internal and external programs and organizations. |

Employee Statement of Understanding

D I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the policy manual and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of **Saik'uz First Nation**. All employees are required to adhere to the values in all their interactions with people in general and fellow employees. I understand that I'm subject to the Saik'uz First Nation's Code of Conduct during the term of my employment.

D I have received a copy of my job description.

Name and Signature

Date