



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

Wage: \$19-\$21 per hour

Benefits: Medical / Dental, Vacation days, Sick days

Job Summary

The Social Development 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.

Duties & Responsibilities

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.

Qualifications & Skills

- 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.

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.

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