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www.saikuz.com

## Social Development Manager

Supervisor:	General Manager	Benefits:
Hours:	Full-time, Temporary	Medical / Dental
Wage Range:	\$25 - \$30	Vacation
Start Date:	2025-01-15	Cultural Days
		Pension Plan

## Job Summary:

The Social Development Manager is responsible to carry out 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 Nations members.

## Requirements:

- High School Diploma or equivalent.
- Band Social Development Worker Training.
- Min 2 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.

## Responsibilities:

- Process Income Assistance Applications according to the social development policy and procedures manual, according to ISC requirements.
- The Social Development Manager 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.
- Maintain 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 purposes.
- Ensure all annual reviews are completed as required.
- Verify the Income Assistance payment is correct according to the policy rates for Basic Support, Shelter, and Special Needs.
- Provide a referral, when required, to the Education Coordinator for employment and training opportunities. All eligible members will have the required referral documentation on file.
- 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.
- Ensure the quarterly Income Assistance Report and Assisted Living report is submitted by the 15th day of each reporting period. The submission of these reports is a priority as they are the basis for the reimbursement of expenditures as per the funding agreement with ISC.
- Maintain an up-to-date filing and case management system.
- Sustain professional growth and development.

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto: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.