

Cayoose Creek

PO Box 484, Lillooet BC. V0K 1V0
Cayoose Creek.ca



Indian Band

PH: 250-256-4136
Fax: 250-256-4138

EMPLOYMENT OPPORTUNITY- Permanent Part-Time

PROGRAM AREA: Sekw'el'was Child and Family Services Department
POSITION TITLE: Band Social Development Worker
REPORTING PROTOCOL: Social Development Manager

Potion Summary:

The primary responsibility of the Social Development Worker is to deliver the Income Assistance Program and Services following the Indigenous Services Canada Policies and Procedures.

Qualifications:

- Administers the Income Assistance aspect of the Social Development Program and interprets Income Assistance Policy and Procedures to clients.
- Works with clients to complete Income Assistance applications to calculate client's eligibility and other required steps i.e. cross checks with Housing and Social Development (off reserve) or other bands.
- Processing and preparing budgets and decision forms on a monthly basis that includes maximum allowable rates for basic and shelter support.
- Prepares and distributes monthly Income Assistance pay list to Finance.
- Maintains a confidential file (electronic/ hard copies) on each client which is to include case notes recordings, copies of all required forms in connection with applications for assistance.
- Completes required annual Income Assistance clients file reviews.
- Completes quarterly reports and submits to Indigenous Service Canada.
- Identifies available resources and possible alternative means of support for clients both internal and external resources.
- Encourages enrollment of recipients training or educational programs to enhance employability.
- Maintains a working relationship with Sekw'el'was department staff and other respective external organizations.
- Performs duties and responsibilities in accordance with the Sekw'el'was First Nations policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Social Development Program and Sekw'elwas First Nation.
- Advanced computer skills, Microsoft Office, Internet Explorer and Case Management Software.

Education/Experience

- BSW or Diploma in Human Services Worker and/ or equivalent experiencing working in this field
- Willing to participate in the ISC BC Region Income assistance training sessions.
- Combination of education, training and experience maybe considered.
- Must have experience working with Indigenous Services Canada
- Conflict Management and Conflict Resolution skills

Salary Range: \$26.00 to \$29.00 per hour (depending on experience)

Term: Indefinite (upon completion of probation)

Scope: Part-Time, 25 hours per week

NOTES:

- All applicants must submit their resume, cover letter and three references.
- The successful applicant must submit both a Criminal Record Check and a Vulnerable Sector Check prior to commencing work.
- Cayoose Creek is an equal opportunity employer and encourage applications from all qualified individuals. Pursuant to Sec (41) of the BC Human Rights Code, preference may be given to applicants of Indigenous Metis or Inuit heritage, Candidates of Indigenous- identity are encouraged to self identify on their application or within their cover letter.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email Fallon Flann, Administrative Assistant at adminassistant@cayoosecreek.ca

Fax: (250) 256-4138