



Simpcw First Nation

"People of the Rivers"

JOB OPPORTUNITY

Position Title: Social Development Clerk

Department: Social Development/Administration

Report to: Social Development Manager

General Description

Under the direction of the Social Development Manager, the Social Development Clerk is responsible for keeping accurate records and files of all clients and assisting clients in social assistance applications and related tasks. Incumbent must be able to work within budget, have very good knowledge and understanding of ISC policies, be very organized and be able to work well in a very client centered program.

Responsibilities:

- Administrates the Income Assistance program as prescribed by INAC;
- Takes applications and completes assessments;
- Completes Budget and Decision Sheets to determine eligibility;
- Issues assistance as prescribed by the program;
- Keep clients informed of all requirements and obligations and of all useful resources;
- Facilitates the enrollment of recipients in training or educational programs that will enhance employability;
- Assists and/or refer employable recipients to employment job coaches to update or create resume, cover letter, practice interview questions, job search tips and resources;
- Ensures recipients maintain a progression training/employment plan to facilitate the return to work, work in collaboration with the Education Manager and other job coaches;
- Maintains secure and organized filing systems;
- Ensures all Policies and Procedures set out by ISC, the Band and other relevant Ministries are being followed;
- Maintains relationship with ISC's BSDW Programs and Partnerships departments
- Completes quarterly income assistance reports, annual statistical reports and provide reports as requested by supervisor;
- Perform other related duties as required.

Education/Experience requirements:

The ideal candidate will have:

- Certificate in Social Work and completion of Band Social Worker training modules.
- Five years of social work or related experience, preferably in a First Nations community.
- A combination of experience and training will be taken into consideration

Key Competencies:

- Strong communication skills both oral and written.
- Excellent team player who works collaboratively.
- Strong administrative and computer software skills.
- Ability to deal with stressful situations and remain calm during conflict.
- High standard of ethics and ability to maintain confidentiality at all times.
- Treat people equally, is compassionate and non-judgmental.
- Proven ability to work independently and effectively prioritize work flow.
- Pass a criminal record check

Terms of Employment & Wage Range

This is a Part-time contract position, 21 hours/week. Wage Negotiable.

DEADLINE FOR APPLICATIONS: January 11, 2019 (4:00 pm)

Submit application to: Carmen Hance

Simpcw First Nation

Box 220

Barriere, BC

V0E 1E0

Send by fax or email: (250) 672-5858 or by email Carmen.Hance@simpcw.com

Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).