

## **Band Social Development Worker Assistant Gitsegukla Band**

Reporting to Band Social Development Worker (BSDW), the Band Social Development Worker Assistant is responsible for supporting the BSDW in all aspects of keeping accurate records and files of clients and assisting clients in social assistance applications and related tasks.

General areas of responsibility include:

### **Social Assistance**

- Supports the social assistance program on the Gitsegukla Reserve
- Supports the BSDW in receiving and reviewing applications for assistance and helps determine entitlement in a manner that is fair and respectful to client
- Prepares and adjusts social assistance budget and decision forms for review by the BSDW
- Provides advice and support to those clients requiring special needs
- Under the direction of the BSDW, assists relevant agencies in duties related to child welfare and protection
- Encourages/assists clients to participate in self-help / employment programs
- Prepares work opportunity/job creation funding applications and implements subsequent projects

### **Administration**

- Handles and safeguards confidential client information
- Maintains up-to-date client files including monthly statistical information, records of client interviews, home visits, etc.
- Attends and/or facilitates workshops dealing with social development topics and issues
- Keeps informed of any changes in policy affecting the Social Development program
- Participates in training initiatives that will enhance skill development and/or employment efficiency
- Participates in all staff meetings

### **Communication**

- Provides information to Band Members as required to ensure that they are well informed of their rights and obligations as potential social assistance recipients

### **Reporting**

- Assists in the preparation of relevant reports to Council or Community
- Supports the BSDW in preparing monthly Social Development reporting including:
  - Social development Financial and Statistical Report (SDFSR)
  - National Child Benefit Supplement (NCBS) Monthly Tracking Report
  - Annual proposal-driven programs including National Child Benefit Reinvestment (NCBR), WOP, and Family Violence
  - Any other required periodic reporting related to Social Development programming or funding

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the BSDW and Band Administrator

**Knowledge, Skills and Abilities:**

- Knowledge of Aboriginal Affairs and Northern Development funding and reporting guidelines
- Excellent problem-solving skills, file management and case management skills
- Ability to resolve conflict
- Motivational interviewing skills
- Ability to meet reporting deadlines
- Knowledge and skill in computers, specifically MS Word and MS Excel
- Ability to exercise tact and diplomacy
- Ability to interpret policy and assess eligibility for all programs that fall within the social development funding area
- Ability to work within a team and individually
- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity

**Experience and Education Requirements:**

- High school diploma or equivalent
- Band Social Development Training preferred
- Certificate in Human Services or equivalent
- 1+ years of work experience in the field of Social Development
- Experience working with First Nations issues, cultural traditions and history is a necessary requirement

**Other Requirements**

- Professional Appearance
- Must review and follow all Gitsegukla Policies and Procedures
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

If you are interested in learning more about this opportunity, please forward your resume and cover letter by email at [Jeff.ross@gitsegukla.net](mailto:Jeff.ross@gitsegukla.net) or Drop off at the Gitsegukla Band Office by 4:30 PM, October 30, 2020.

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Please note only candidates considered for the interview process will be contacted.