



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

POSITION: Social Development
Assistant
HOURS: Full-Time

REPORTS TO: Social Development
Manager
START DATE: Immediate

The Social Development Assistant is responsible for supporting the administration of the Social Assistance Program for Saik'uz First Nation by assisting members with applications and performing income assessments. The Social Development Assistant will work in coordination with other agencies as necessary to ensure a high standard of program and service delivery to Saik'uz First Nation members.

POSITION QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum 1 year of work experience in the field of Social Development or equivalent services.
- Computer literate and competency with software applications such as Microsoft Office and the Internet.
- First Nations and cross-cultural experience an asset.

COMPETENCIES AND SKILLS:

- Strong written and oral communication skills.
- Able to deal with stressful situations and remain calm during conflict.
- High standard of ethics and always able to maintain confidentiality.
- Excellent team player who works collaboratively.
- Proven ability to work independently and effectively prioritize workflow.
- Maintain current and accurate filing system.
- Excellent organizational skills.

Please submit your cover letter and resume to Claudia Johnny-Martin, Social Development Manager, via e-mail at social.development@saikuz.com.

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