



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Position Information

Position: Case Aide  
Position ID: SS-2107  
Supervisor: Social Development Manager  
Hours: Full-time, seasonal (9 weeks)

## Job Summary

The Case Aide aids the Social Development department through administrative and clerical work, such as scanning documents, filing (electronic and paper), and department organization. Applicants that are interested in the social services or administrative fields are suggested to apply.

## Requirements:

- Must be a current or recently graduated student
- Computer literate
- Knowledge of office equipment use (scanners and printers)
- Able to maintain confidentiality

## Qualifications & Skills:

- Knowledge of First Nations culture and history an asset
- Highly organized
- Meticulous with great attention to detail
- Positive and dedicated to the wellbeing of others
- Conflict resolution skills
- Able to work well with a team

Please include the Position ID in the subject line and submit your cover letter and resume to [resume@saikuz.com](mailto:resume@saikuz.com) by May 26, 2021.

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