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Position Information

Position: Social Development Manager
Position ID: S-2203
Supervisor: General Manager
Hours: Full Time
Wage Range: \$25 - \$30 per hour
Start Date: Immediate

Job Summary:

The Social Development Manager is responsible to carry out the administration of the Social Assistance Program for the Saik'uz First Nation by assisting members with applications and performing income tests and performing social assistance calculations. He or she will work in coordination with other agencies as necessary to ensure a high standard of program and service delivery to the Saik'uz First Nation members.

Responsibilities:

- Process Income Assistance Applications according to the social development policy and procedures manual, according to ISC requirements
- Process and determine eligibility and prepare budget and decision forms as required.
- Maintain confidential files
- Ensure all annual reviews are completed as required
- Verify the Income Assistance payment is correct according to policy rates
- Provide referral when required, to the Education Coordinator for employment and training opportunities
- Ensure the quarterly Income Assistance Report and Assisted Living Report are submitted

Qualifications & Skills:

- High School Diploma or Equivalent
- Band Social Development Worker Training
- Minimum of 2 years work experience in the field of Social Development
- Strong ability to work independently as well as a team member
- Flexible schedule
- Experience with Word, Excel, and Microsoft Office, etc.
- Must undergo a criminal record check – which includes a vulnerable sector check every five years
- Hold a valid BC Drivers License and a reliable vehicle

Please submit your cover letter and resume via e-mail to resume@saikuz.com by 4:00 PM on August 19, 2022, with the Position ID in the email subject line.

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