SAIK'UZ FIRST NATION

Position Title: SOCIAL DEVELOPMENT ASSISTANT / IRA BACKUP
Wage: $19 – $21 depending on experience
Department: Social Development
Supervisor: Social Development Manager
Term: Full-time, Permanent

Job Summary

The Social Development Assistant is responsible to support the administration of the Social Assistance Program and as back up for support of IRA (Indian Registration Administrator) for Saik'uz First Nation by assisting members with applications, and performing income tests, and performing social assistance calculations. The work will be in coordination with other agencies as necessary to ensure a high standard of program and service delivery to the Saik'uz First Nation members.

[1] Duties & Responsibilities

Income Assistance Administration

- Process Income Assistance applications in accordance with the Social Development Policy and Procedures Manual and INAC requirements.
- Assess eligibility and prepare the required budgets and decision forms.
- Verify that Income Assistance payments are accurate and comply with policy rates for Basic Support, Shelter, and Special Needs.
- Support the completion of all required annual reviews.

[1] This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Member Support and Referrals

- Inform members of their rights and responsibilities, including the right to appeal.
- Explain Social Development policies and procedures clearly so members understand the program's purpose, available services, and requirements.
- Provide appropriate referrals for addictions, family violence, and mental health counselling, as required.

Records and Case Management

- Maintain a complete and confidential file for each applicant, including case notes, identification, and all required supporting documentation.
- Record all disbursements of government funds, including the amount and purpose of each payment.
- Keep filing and case management systems accurate and up to date.

Professional Development and Registration Support

- Maintain ongoing professional growth and development.
- Support Indian Registration processes, including helping members obtain laminated status cards or Secure Certificates of Indian Status.

Qualifications & Skills

- High School Diploma or equivalent
- Knowledge of Saik'uz First Nation culture an asset
- Excellent priority setting, identifying issues and determining action when working under pressure or tight deadlines
- Excellent organization interpersonal, communication, and writing skills.
- Strong ability to work independently as well as a member of a team
- Excellent knowledge of MS Office (word, excel, outlook)
- Valid class 5 driver license and submit current driver abstract
- Reliable vehicle
- Must submit a criminal record check, including vulnerable sector

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

Special Considerations for Position Working Conditions/Physical Effort

- This is a full-time position, up to 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.

- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of the Social Development Manager.

Position Deliverables, Performance Expectations & Accountability

Bi-Weekly Report

Report on clients served for Social Development and IRA Inventory of Status Cards.

Salary & Benefits

- Wage: $19–$21 per hour, depending on experience.
- Benefits: Medical and dental coverage (after 3-month probation), pension plan.

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at **resume@saikuz.com.** If submitting via email, include the position title in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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