



## SOCIAL DEVELOPMENT ASSISTANT

Supervisor: Social Development Manager

Term: Part-time, Permanent

### Job Summary

As the Social Development Assistant, you will help support the administration of Saik'uz First Nation's Social Assistance Program. Your role includes processing applications, determining eligibility, maintaining case files, and helping members understand their rights and options. You'll also help with referrals to support services and play a key role in tracking program activity and results while maintaining a high standard of confidentiality and professionalism.

### Duties & Responsibilities

- Process Income Assistance applications in alignment with INAC and Saik'uz policies and procedures
- Prepare eligibility assessments, budget forms, and maintain complete and confidential case files
- Assist with annual reviews, payment verifications, and case documentation
- Inform members of their rights and responsibilities, including the right to appeal
- Refer individuals to appropriate support services when needed (e.g., addictions, mental health, family support)
- Maintain organized case management and filing systems
- Contribute to monthly, quarterly, and annual program reports as required

## Qualifications & Skills

- High school diploma or equivalent
- Band Social Development Worker Training
- Minimum 1 year of experience in social development or a related field
- Excellent judgement and the ability to prioritize under pressure
- Strong organizational, interpersonal, and written communication skills
- Ability to work independently and as part of a team
- Flexible schedule availability
- Comfortable using Microsoft Office and other software applications
- Must undergo a criminal record check with vulnerable sector check every five years
- Valid BC driver's licence and access to a reliable vehicle

## Salary & Benefits

- Wage: \$20–\$22 per hour
- Benefits: Medical and dental coverage (after 3-month probation), vacation time, cultural days

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

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