



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	Social Development Worker
HOURS:	35 Hours Per Week
TERM:	Permanent
WAGE:	To be determined based on education and experience
REPORTS TO:	Health and Wellness Manager

1.0 PURPOSE & SUMMARY

The Social Development Worker is responsible for the effective planning and delivery of the Social Development program for Sumas First Nation. This staff member provides encouragement and support to community members in job searches, job preparation training and ensures the correct administration of social assistance entitlements. The Social Development Worker works in close collaboration with the Health and Wellness Manager and other members of the Health Wellness Department to address the immediate and long-term social service needs of clients.

2.0 DUTIES & RESPONSIBILITIES

- Administers the Sumas First Nation Social Development Program.
- Interviews clients to determine entitlement with reference to applicable employment and income assistance programs.
- Administers the In-Home Care program and ensures that the care workers fulfill the terms and conditions of their contracts.
- Administers the Assisted Living program and ensures that the appropriate documentation is submitted as required.
- Interprets and explains Social Assistance policy/procedures to clients.
- Completes eligibility testing and calculates payment allowances.
- Explains to applicants the right to appeal and the procedure to be followed in exercising this right.
- Engages in short-term and ongoing client support.
- Maintains strict confidentiality of client files and records.
- Liaises with other professionals and agencies on behalf of clients as required.
- Refers clients to employment readiness, education and/or training programs.
- Keeps statistics and submits reports as required.
- Develops appropriate materials for client handouts, displays and newsletters.
- Completes financial reconciliations for the Social Development Program.
- Conducts annual reviews of all client cases.
- Administers Training Employment Support Initiatives (TESI), National Child Benefit (NCB) Reinvestment, Work Opportunity Program (WOP) and Local Initiatives programs (LIA).
- Develops and submits proposals for program funding.
- Ensures compliance with federal and/or provincial Social Assistance policies.
- Applies the Ministry's Social Assistance Policy and Procedures consistently with all Sumas First Nation members.
- Maintains consistency in the date and time of cheque disbursement to improve operational efficiency.
- Facilitates workshops to provide community members with an understanding of the Social Assistance program and conditions for eligibility.
- Verifies initial and ongoing eligibility by contacting appropriate sources and validating application information and other forms of client verification.
- Where applicable, refers client to Sto:lo Employment Services and other agencies for employability, skills training and other employment opportunities.

- Explains to clients their right to appeal, where disagreements exist, and the procedures to be followed in exercising this right relevant to Social Development Policy Manual.
- Assists clients in identifying available resources and alternative means of support.
- Prepares monthly financial reports of expenditures of each program.

3.0 QUALIFICATIONS

- Minimum education requirement of Certificate or Diploma in a related human/social service field.
- One (1) year recent related experience or an equivalent combination of education, training and experience.
- Demonstrated competency in administering Social Development Programs.
- Knowledge of working within high stress and potentially triggering environments.
- Strong administrative background skills.
- Customer service orientated with ability to meet client expectations.
- Experience in working with First Nations communities and/or organizations an asset.
- Proven ability to maintain confidentiality.
- Working knowledge of office procedures, records management, and document processing.
- Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- First Nations descent is considered an asset.
- Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings.
- Appreciation of First Nations culture, traditions, procedures and protocols.

TO APPLY:

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com
This ad will be posted until the position is filled.