



# BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 ● PH: (250) 256-7423

ADMIN FAX: (250) 256-7999 ● HEALTH FAX: (250) 256-2443

## Job Posting

### SOCIAL ASSISTANCE COORDINATOR

*Fulltime Position*

This position is responsible for coordinating all aspects of the Social Development Department. This includes administering the Income Assistance Program, assisting Band and community members with support with families, culture, and work transitions. This requires working with other departments to carry out training, workshops, and activities for the members.

#### Duties and Responsibilities

- Working knowledge of social services policies and programs, with strong knowledge of other activities/opportunities that will assist with social development and child welfare
- Process social assistance applications and determine eligibility as per social development guidelines and maintain an up-to-date confidential file on each applicant, with all required documentation
- Support clients in their academic and work initiatives with encouragement and if possible financial support;
- Determine eligibility for disability designation and assists clients with the application process
- Maintain open lines of communication with all clients and partnering agencies;
- Exercise discretion and confidentiality in dealing with all matters pertaining to clients;
- Provide monthly reports to the Social Development & Child & Family Manager
- Provide monthly submissions to the Bridge River Newsletter;
- Ensure all funding requirements are adhered to, including that all reporting deadlines and requirements are met
- Prepare and monitor the budgets and expenditures of all Social Development programs
- Prepare and inform Band members of Social Development activities and workshops;
- Prepare proposals and apply for funding that compliment Social Developmental programs and ensure all reporting requirements are met.
- Assists the Social Development Department Team with admin, event and workshop support
- Work with other departments to provide Social Developmental opportunities and support Bridge River Indian Band Members.
- Refer and support employable applicants to resources for enhancing employability and securing employment.
- Exercise discretion and confidentiality in dealing with all matters pertaining to clients
- Other duties as assigned by the Social Development & Child & Family Manager, Administrator and Chief & Council

#### Education and experience:

- Minimum 2 years' experience
- Human Service Diploma
- Computer proficiency, especially with Microsoft Office (Word, Excel, Outlook)
- Good communication skills, verbal and written
- Ability to work independently and in a team environment
- Skills and training in conflict management resolution, including crisis intervention
- Knowledge of community resources available to clients and their families and how to access them
- Knowledge and understanding of Xwisten community, culture and challenges
- Valid Driver's License, have a reliable vehicle and willing to travel

**Wage: \$25.00 to \$28.00 per hour minimum ~ Depending on experience**

**Closing Deadline: November 1, 2024**

While we welcome all candidates, only those short listed for an interview will be contacted

**Fax Cover Letter with referrals and Resume to:**

**Gary Forsyth, Band Administrator**

Fax: 250-256-7999