



HOMALCO FIRST NATION BAND SOCIAL DEVELOPMENT WORKER JOB POSTING

Homalco First Nation seeks to ensure the delivery of quality Social Development Programs and Services to the Homalco Community. A Compliance Review has just been completed.

Duties:

- Provides delivery of Income Assistance and Social Development
- Delivers Family Violence Program, Adult in Home Care and National Child Benefit Programs to the community, referring families and individuals to support services as required
- Provides support to families when MCFD is involved
- Completes quarterly and annual reports for DISC in a timely manner to ensure cash flow from DISC to the Nation
- Supports clients as they move towards employment
- Follows Records Management Guidelines to ensure protection of privacy and good data management

The successful candidate will have:

- Minimum of 2 years' experience working with First Nations
- Clear understanding of, and ability to implement, the Social Development Policy and Procedures Manual
- Experience in community support, family support and/or counseling
- Excellent communication and people skills
- Ability to work as part of a social development team
- Ability to complete reports in a timely manner
- Good financial ability
- Good computer skills
- Good records management Skills
- Valid class 5 drivers' license
- Current Criminal Record check

Personal Suitability

- Able to handle stressful situations with a calm but firm manner
- Kind, compassionate and empathetic
- Ethical
- Able to make policy-based decisions
- Professional

Please submit your resumé to Sue Hanley, Administrator by 4:30pm Friday, November 23, 2018 by dropping it off at Reception (1218 Bute Crescent) or by email

sue.hanley@homalco.com.