



EMPLOYMENT OPPORTUNITY

Job Title: Social Development Coordinator

Job Summary: The Soda Creek Indian Band is seeking applications for the position of Social Development Coordinator. The successful applicant will be responsible for administering the social assistance program to on-reserve community members, in accordance with the Federal Social Development Policy Manual.

Duties and Responsibilities:

- To process income assistance applications according to the Social Development Policy and Procedures Manual through INAC;
- Meet reporting requirements to INAC in a timely manner;
- To provide required documentation and pay list to the Finance Department in a timely manner according to their scheduled cheque issuance;
- Maintaining an up to date confidential clientele filing system and case management that are required in compliance of policy and procedures of Social Development;
- To provide a referral, when required to the local ASET Holder for employment and training opportunities;
- To develop and maintain a good working relationships with Soda Creek Indian Band staff and other agencies and organizations; and
- To maintain professional growth and development by participating in approved conferences and training opportunities when relevant to job duties and functions.

Education:

- Graduation from High School Grade 12 or equivalency and a certificate in Human Services or Business Administration

Skills and Abilities:

- Strong administrative, communication, verbal and written skills
- Intermediate computer skills with Microsoft Office (capable of using a large number of functions and feel confident using the program)
- Ability to schedule, budget, and to understand how to address persons in need
- Ability to provide and receive sensitive information in a safe and respectful manner

Conditions of Employment:

- This is a full time position, 35 hours per week Monday-Friday 8:30am – 4:30pm
- Must be able to obtain and maintain a Criminal Records Check and a valid BC Driver's License
- Must possess a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Salary: Wage range from \$15.20-\$16.13/hr depending on experience.

How to Apply:

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: www.xatsull.com

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form.
3. Resume with Three work related job references.

Email your Application to:

Danielle Taylor, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Attention: Danielle Taylor
Soda Creek First Nations
3405 Mountain House Road,
Williams Lake, BC V2G 5L

Fax to: 250 989-2300

Application Deadline: **December 14, 2017 by 4PM.**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Applications received after 4:00 PM on December 14, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.