



JOB POSTING

Income Assistance Clerk

Reporting to and under the direction of the Director of Health and Wellness; the Income Assistance Clerk is responsible for administering the Indigenous Canada Services - Income Assistance Program.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Performs all duties in Income Assistance program in accordance with ICS policy and procedure manuals
- Maintains the Income Assistance files as per ISC policy and guidelines
- Liaises with other Agencies for confirmation on Income Assistance eligibility
- Communicates with band members, employees and external agencies in a professional manner
- Provides monthly reports to the supervising Director at the end of each month
- Ensures compliance on all amended Income Assistance programs as they are developed by ISC
- Provide client referrals to professionals, as required
- Prepares cheque requisitions or purchase orders for grocery vouchers/vendors, as required
- Preparation and submission of all required reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Preference will be given to those with certification from Indigenous Services Canada (ISC) or related experience administering a social assistance program in a First Nations community.
- Strong time management skills, financial reporting and ability to create spreadsheets.
- Must have experience with conflict resolution skills, local referral services and crisis management.
- Must possess excellent verbal and written communication skills.
- Must have an intermediate level of computer skills using MS Office software, Excel, and Outlook.
- Must have experience working independently and as team member.
- Acceptable and current RCMP Criminal Record Check.
- Valid BC Class 5 Drivers License.
- Reliable motor vehicle with current insurance (proof required).

TERM OF POSITION: Permanent, full time.

Interested applicants please direct cover letter, resume and at least three (3) references to:

Bonnie Thomas, Interim Human Resource Coordinator

Email: bthomas@alib.ca

Drop off: Adams Lake Indian Band Main Office
6453 Hillcrest Road
Chase, BC, V0E 1M0

Deadline for applications will be Friday May 10, 2019, 4:00 p.m.