



EMPLOYMENT OPPORTUNITY

Stswecem'c Xgat'tem First Nation (SXFN) is a fast growing vibrant Nation delivering multiple programs and services to the community members. Stswecem'c Xgat'tem First Nation (SXFN) is determined of becoming an economically and politically self-sustaining community living Secwepemc culture, language and traditions in a healthy and safe environment.

SOCIAL DEVELOPMENT FINANCE CLERK

Stswecem'c Xgat'tem First Nation is now accepting applications for the permanent full - time Social Development Finance Clerk position. The Social Development Finance Clerk contributes to the overall success of the organization by administrating the social assistance program to on-reserve community members in accordance with the Federal Social Development Policy Manual. The Social Development Finance Clerk performs client intakes; answers client questions and concerns, and performs cheque requisition and distribution, providing excellent customer service while following the regulations and works closely with the Employment Coordinator.

The suitable candidate will be able to perform the **following duties**:

- Conducts interviews to assess eligibility for social assistance;
- Completes all necessary forms to determine eligibility, inform clients of appeal process if necessary;
- Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records that comply with the reporting requirements;
- Reviews income from other sources such as Unemployment Insurance, Workers Compensation, Pensions, Schools Allowances, honorariums, and wages received;
- Interprets policy and procedures to clients for a better understanding of the social assistance program;
- Issues social assistance as set out in the policy rate tables by processing cheque requisitions from the finance department;
- Performs yearly review with individual clients to ensure proper documentation is on file;
- Yearly review of Child out of Parental Home files and reviews them as required;
- Monitors expenditures for basic needs and special needs budgets, and files for time related allowances;
- Reports and submits quarterly tracking sheet to AANDC;
- Assists managers in the completion of documentation required for the Work Opportunity program, or any related First Nations Social Assistance Employment Training initiative;
- Other duties assigned;

The suitable candidate will possess the following qualifications:

- Graduation from High School Grade 12 or equivalency plus Certificate in Business Administration;
- Minimum one year office and administration experience;
- Experience required working with the public in delivering a variety of client services;
- Strong financial literacy, budgeting and administrative experience would be highly preferred;
- Proficiency in the use of computer programs e.g. MS Office, Databases etc.;
- Ability to self-regulate, meet deadlines, have attention to detail;
- **Must** have Valid Class 5 Driver's License and willing to travel to affiliated organization locations;
- **Must** be self-motivated, reliable, organized and a team player;
- Excellent organizational and communication skills;
- Ability to work well with others, build effective interpersonal relationships and maintain confidentiality;
- Current Satisfactory Criminal Record Clearance & Vulnerable Sector Check;

Salary: In accordance with experience & education;

Benefits: SXFN employees are entitled to a complete benefit (Pension & Group Insurance) package.

Date Posted: June 26, 2020

Deadline to Apply: *Until find the suitable candidate*

To apply, please submit a **cover letter** and **resume** with **three (3) professional references**, at least **one (1)** reference must be from your current or most recent employer, to the following:

Human Resources

Stswecem'c Xgat'tem First Nation

E-mail: hr@sxfn.ca

Fax: (250) 440 - 5679