



**Adams Lake Indian Band Job Posting
Health and Wellness Department
On-Call Social Development Worker**

June 25, 2018

Adams Lake Indian Band has an opening for an On-Call Social Development Worker. Reporting to and under the direction of the Director of Health and Wellness; the On-Call Social Development Worker is responsible for maintaining updated and accurate files of the Adams Lake Indian Band Income Assistance Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures;
- Performs all duties in Income Assistance Program in accordance with INAC policy and procedure Manuals;
- Maintains the income Assistance files as per INAC policy and guidelines;
- Address inquiries in a professional manner and provides information as required;
- Provides monthly reports to Director at the end of each month;
- Assists clients with Social Assistance applications, when necessary;
- Verifies information on the application according to Social Assistance policies;
- Records and maintains accurate and up to date information on files;
- Develops a spreadsheet with appropriate information and forwards to the Finance Department for the processing of Income Assistance cheques;
- Receives Income Assistance cheques from Finance department and records and add to client files;
- Prepares cheque requisitions or purchase orders for grocery vouchers/vendors, as required;
- Obtains approval from Director on all Income Assistance requests;
- Performs other duties as required;
- Submission of quarterly report to INAC as well as for Director;
- Continuous learning.

BONAFIDE OCCUPATIONAL REQUIRMENTS

- Must be able to obtain and maintain a valid Criminal Records Check (original required).
- Must be able to obtain and maintain a valid BC Driver's Licence (copy required).
- Must provide a vehicle in good operating conditions and appropriate vehicle insurance (copy required).

KNOWLEDGE AND SKILLS

- Essential Policies Training Certificate (a must)
- Grade 12 Education or equivalent
- Previous office administration or Income Assistance experience
- 2 years' experience in a First Nations environment
- Good conflict resolution skills
- Good verbal and written communication skills
- Diplomacy, tact and confidentiality in dealing with a variety of people and information
- Possess strong computer skills using MS Office software, Excel, and Outlook
- Reliability and dependability
- Self-motivated and an ability to work independently
- Good interpersonal skills
- Ability to work in a team-oriented environment
- Flexibility is a must to adapt to changing work priorities
- Good judgement and problem-solving skills

Term of Position: On Call - Commensurate with experience and qualifications.

Interested Applicants please submit cover letter, resume and references to:

Karen Everard, Communications Department

Email: jobs@alib.ca

Deadline for Applications: Open until filled.

Please note: Preference will be given to member of ALIB or Aboriginal ancestry. We thank all applicants, however, only those candidates meeting qualifications will be contacted for an interview.