



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Social Development Worker	Posting #:	40-2024
Department:	Health & Community Services	Grade:	4
Location:	5001 Dene Etene Rd	FTE:	1.0
Supervisor:	Community Health Services Supervisor	Hourly Rate:	\$26.70
Key Duties:	Programs, Budget, Public Relations, Reporting	First Posted:	2024-10-30
Effective Date:	Immediate, full-time temporary (backfill for leave)	Closes:	2024-11-14

What You'll Do

The Social Development Worker (temporary backfill) is responsible for administering social programs and services that provide direct benefit to individuals of the eligible population, while promoting social justice, human dignity, and equity. Key responsibilities include:

Key Responsibilities:

- **Client Support:** Conduct client intake and assist clients with applications for income assistance and other social services, ensuring accurate documentation and confidentiality.
- **Employment Assistance:** Support individuals in applying for training and job opportunities, offering tailored case management and skills assessments to improve job-seeking abilities.
- **Program Administration:** Oversee the program budget, ensuring compliance with funding guidelines, reporting requirements, and relevant policies while keeping organized case files.
- **Community Outreach:** Prepare and/or distribute informational materials about available programs and services. Maintain positive working relationships with clients and community partners while keeping clients informed.
- **Reporting:** Assist with internal and external reporting requirements, ensuring timely and accurate submissions.

Other duties as assigned.

Valued Qualifications

Experience:

- 2-3 years experience in an administrative role, ideally in a social work setting.
- Experience handling private and confidential information.
- Experience coordinating programs and services.

Knowledge:

- Mature individual with a high school diploma and some additional training or experience in a related field.
- Familiarity with filing systems and recordkeeping.

Skills:

- Good organization skills
- Good verbal and written communication skills
- Good computer skills and ability to use MS Office and Google Workspace™ applications.

Abilities:

- Ability to manage multiple tasks and deadlines
- Ability to listen and ask questions for clarification

Required:

- Ability to work with all members of the community and their family representatives.



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- Compliance with BC Immunization program and TB Screening.
- Satisfactory completion of a police information.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Other Assets:

- Ability to speak Dene and/or Cree.
- Certificate or diploma in a related field of human service/social work.
- Experience working with persons with barriers and limitations

Work Setting

This work takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. The majority of work is done in the office. You will regularly interact with senior staff, community members, and other stakeholders. Travel is an occasional requirement. You may be asked to work overtime at times, as approved by the Supervisor(s).

Benefits

Join the FNFN team and enjoy a competitive hourly wage and three weeks vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes.

Ready to Apply? Here's How:

Closes: May 03, 2023 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.