



STZ'UMINUS FIRST NATION

Income Assistance Worker – Temporary – Job Posting

The Stz'uminus First Nation is seeking to fill an Income Assistance Worker position until the return of the incumbent.

The Income Assistance Worker's primary responsibilities will be the administration of the Social Assistance Program by assisting clients with applications and processing income assistance payments consistent with Indigenous Services Canada (ISC) Policies and Procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Perform all duties in the Income Assistance program in accordance with the Indigenous Services Canada (ISC) Policy and Procedure Manual, including processing applications and payments.
- Maintain Income Assistance files as per Indigenous Services Canada (ISC) policy and guidelines, and ensure the information is accurate and up to date.
- Liaise with other Agencies for confirmation on Income Assistance eligibility.
- Communicate with community members, employees, and external agencies professionally and courteously.
- Assist clients with Social Assistance applications when necessary.
- Verify information on applications according to Social Assistance policies.
- Refer clients to other professionals as required.
- Prepare and submit required reports to Indigenous Services Canada (ISC) and the Director of Administration.
- Maintain superb ethics, honesty, and integrity while working in the best interests of the Stz'uminus First Nation.
- Emergency Management Training an asset

REQUIRED QUALIFICATIONS:

- Must have a Grade 12 education or equivalent.
- A minimum of 3 years' experience administering income assistance preferred.
- Preference will be given to those with an office administration diploma or related experience.
- AIS software experience preferred.
- Must have demonstrated conflict resolution skills and demonstrated attention to detail.
- Must demonstrate excellent verbal and written communication skills.
- Preference will be given to those with experience in dealing with individuals on sensitive issues with diplomacy, tact, and confidentiality.
- Must have an intermediate level of computer skills using MS Office software.
- Must have experience working independently.
- Must have experience with problem-solving and demonstrating sound judgment.
- Must have a Valid BC Driver's Licence and reliable transportation with current insurance.
- Criminal Record Check Clearance
- Experience in career counseling or case management an asset.



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Interested and qualified applicants are invited to submit a cover letter and resume via Canada Post, e-mail, or fax by the closing date of **January 23, 2020, at 4:00 p.m.** to the following:

Attention: Human Resources Advisor
12611-A Trans Canada Highway
Ladysmith, BC V9G 1M5
Fax: 250-245-3012
E-mail: resumes@stzuminus.com

Please only forward submissions as requested above, phone calls will not be accepted.