



## STZ'UMINUS FIRST NATION

### Job Posting - Social Assistance and Membership Clerk

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Stz'uminus First Nation is seeking a Social Assistance and Membership Clerk.

The Social Assistance and Membership Clerk's primary responsibilities will be the administration of the Social Assistance Program by assisting clients with applications, processing income assistance payments per Indigenous Services Canada (ISC) policies and procedures, and the administration of membership and maintenance of the membership database.

#### **HOURS OF WORK:**

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This is a permanent full-time position. The Social Assistance and Membership Clerk will work 37.5 hours per week, Monday through Friday.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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- ★ Performs all duties in the Income Assistance program following Indigenous Services Canada (ISC) policy and procedure manuals, and includes processing applications and payments.
- ★ Maintains income assistance files as per Indigenous Services Canada (ISC) policy and guidelines and ensures that information is accurate and up to date.
- ★ Liaises with other agencies for confirmation of Income Assistance eligibility.
- ★ Communicates with community members, employees, and external agencies professionally and courteously.
- ★ Assists clients with Social Assistance applications when necessary.
- ★ Verifies information on applications according to Social Assistance policies.
- ★ Refers clients to other professionals as required.
- ★ Prepares and submits required reports to Indigenous Services Canada (ISC) and the Director of Administration.
- ★ Processes membership applications per our Membership Rules.
- ★ Maintains an accurate, complete, and up-to-date membership database.

#### **REQUIRED QUALIFICATIONS:**

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- ★ Must have a Grade 12 education or equivalent.
- ★ A minimum of 3 years of 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.
- ★ Criminal Record Check.
- ★ Experience in career counseling or case management an asset.

Interested and qualified applicants can submit a cover letter and resume via e-mail by the closing date of **Wednesday, February 8, 2023, at 5:00 p.m. to [resumes@stzuminus.com](mailto:resumes@stzuminus.com)**