



# LITTLE SHUSWAP INDIAN BAND

## JOB POSTING

### **POSITION TITLE: Income Assistance Worker**

The Income Assistance Worker is responsible for the delivery and administration of the Little Shuswap Indian Band social assistance program. This is a part-time position; 6-8 days per month.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Process social assistance applications and determine eligibility.
- Issue social assistance to eligible applicants based on policies set out in the *Social Development Policy and Procedure Manual*.
- Maintain a confidential file on each applicant to include all required documentation.
- Prepare and submit report required by Indian and Northern Affairs Canada (INAC) and Little Shuswap Band Administration as required
- Determine eligibility for disability designation and assists clients with the application process.
- Refer employable applicants to resources for enhancing employability and securing employment.
- Liaison with INAC, provincial social assistance, other Band programs
- Assist Social Worker with social development programs and activities

### **QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE**

Excellent oral and written communication skills

Strong organizational skills including understanding and applying complex policies, managing reporting requirements,

Empathy, problem solving and interpersonal skills

Accounting/bookkeeping skills

Computer skills including Word, Access, Outlook

Counselling skills an asset

*Only those selected to be interviewed will be contacted. No phone calls please.*

Send resume to

Desira John, Health Director  
Skwlax Wellness Centre  
Little Shuswap Band  
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**DEADLINE FOR APPLICATIONS: MARCH 2/2018**