



Employment Opportunity

Social Assistance Worker

The Tla'amin Nation is a modern, forward thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

Job Type: Full-time, permanent
Hours of Work: 8:30 to 4:30, Monday to Friday
Reporting to: Director of Community Services
Department: Community Services

The Social Assistance Worker is an integral member of the Social Assistance Department and will work collaboratively with other members of the department to administer the Social Services program. The Social Assistance Worker works with clients, assesses their needs, makes referrals to available resources, and based on eligibility, provides financial assistance. They will work closely and cooperatively with other networks and agencies to efficiently deliver Program services.

Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin policies, standards, practices, and procedures as directed by the Director of Community Services. Maintains confidentiality as required pertaining to citizens, members, clients, employees, and general matters of the Nation.

Administrative

- Meets with clients to assess eligibility based on criteria for social assistance (SA)
- Interviews, gathers information, and locates resources to aid in client's wholistic wellness
- Builds and maintains resource network through which to refer clients
- Identifies potential service delivery gaps, and recommends program or policy changes
- Conduct client case management
- Reporting as a means of due diligence and compliance to appropriate agencies
- Works closely and cohesively with all TN entities and affiliated agencies
- Promotes, encourages, and refers clients to seek training, education and employment opportunities (when applicable), and develops wellness support and planning

Clerical

- Data entry into Xyntax Finance software
- Records Management-building and maintaining both digital and hard-copy records
- Monthly intake of SA renewals – due diligence on ensuring SA eligibility

Qualifications

Training, Education, Experience

- Post-secondary studies-minimum of 60 credits
- 2 years' experience in social service-related field
- Social Service Work Certificate or willing to attain within 2 years of hire (online course)

Knowledge, Skills, Abilities

- Ability to comprehend and comply with regulations and legislation pertaining to the Social Services field
- Awareness of First Nations' issues pertaining to health, social and historical
- Awareness of resources available to client
- Emotional intelligence in dealing with clients from varied backgrounds
- Superior communication skills, ability to build relationships with clients
- Ability to engage in difficult conversations
- Conflict resolution skills
- Records management experience
- Strong written communication skills which include report writing
- Strict adherence to confidentiality
- Proficiency in Microsoft Office, in particular-Excel (or willingness to learn)
- Acceptable Police Information Check
- Valid class 5 driver's license with acceptable Driver's abstract
- Ability to follow policies and procedures including safe work procedures
- Knowledge of Tla'amin cultural protocols/practices.

Working Conditions

Work is performed primarily in an office environment. Occasional travel to attend meetings or training is required.

How to Apply

Please apply by sending your resume and cover letter by email to: Jessie Peters, HR Manager at jobs@tn-bc.ca noting "SAW Worker" in the subject heading of your e-mail or drop-off/mail to Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: June 15, 2022

We thank all applicants for their interest, however only those shortlisted will be contacted.