

McLeod Lake Indian Band – JOB OPPORTUNITY

Social Development Worker – 21 hours per week

Deadline: December 4, 2009

The McLeod Lake Indian Band is currently accepting applications for the position of Social Development Worker. The successful applicant will be subject to a Criminal Record Check. Under Supervision of the Social Services Manager, this position will be 21 hours per week. This is deemed a 'temporary' position until the successful completion of the probationary period of the existing candidate has passed. Which then, after completion of the temporary coinciding probationary period, this will be deemed a permanent employee, subject to regular policies and procedures of the organization.

Responsibilities are as follows:

- Receive Income Assistance applications together with any supporting documentation;
- Determine the eligibility of individuals by completing Budget and Decision income verification forms;
- Issue Income Assistance according to the rates established by the Band and the funding agencies;
- Provide liaison services for individuals to a number of social agencies that could provide assistance, services or support for the individual;
- Interpret and explain various policies and procedures to clients for their better understanding of the services and support that is available, the limitations of the programs, and most importantly, the responsibility of individuals for their own welfare;
- Maintain an effective client filing system including application forms, B&D's income verifications, shelter receipts, modifications to assistance levels, records of assistance and case notes;
- Completion and submission of financial and statistical reports to a variety of funding agencies;
- To work under the Supervision of the Health and Social Services Manager and take roles and responsibilities of a health assistant.

Please mail, email, or fax your resume to:

McLeod Lake Indian Band

Attn: Meaghan Van Somer

General Delivery, McLeod Lake, BC V0J 2G0

Fax: (250) 750-4420

Email: mvsomer@shaw.ca

NO PHONE CALLS PLEASE