



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

SOCIAL DEVELOPMENT ASSISTANT – Houpsitas

The KCFN Community Services Dept continues to grow & has a rewarding opportunity for a Social Development Assistant (SDA).

The SDA is responsible for helping administer the social development policy and procedures for the income assistance program as prescribed by KCFN. He or she maintains good communications with individual KCFN departments and with various government agencies for the purpose of providing information and assistance through the various programs. The SDA plays an important role by helping clients become financially independent through continued employment. The SDA also provides participants with information on services that may be available to them such as childcare, training, employment opportunities and services for people with disabilities.

Duties/Tasks/Responsibilities:

INCOME ASSISTANCE

- Administers the Income Assistance program as prescribed by KCFN policy
- Takes applications and completes assessments
- Completes Budget & Decision Sheets to determine eligibility for services
- Issues assistance as prescribed by the Program
- Keeps clients informed of all requirements, their obligations & available resources
- Facilitates education around budgeting skills
- Facilitates enrollment of recipients in training or educational programs to enhance employability
- Assists with/or refers employable clients to employment coaches to update or create resumes, cover letters, practice interview questions, job search tips and resources
- Ensures recipients:
 - maintain a progressive training/employment plan to facilitate return to work
 - work in collaboration with Life Skills Coach or the Education Coordinator/Manager
 - have access to job fairs and associated resources
- Maintains secure and organized filing systems
- Ensures that all policies and procedures set out by KCFN and other relevant Ministries are followed
- Maintains close relationship with SD Support agent
- Completes quarterly income assistance reports, annual statistical reports and provide reports as requested by the Family Services Manager or Director of Community Services – as required

SOCIAL DEVELOPMENT

- Assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and the KCFN community as a whole by: participating on committees, teams, and task groups working toward the alleviation or resolution of social problems
- Assists with preparation of documentation for the work opportunity programs and employment training initiatives and assists in the administration of approved projects as requested
- Participates and assists with community events and activities as requested
- Encourages clients to participate in self-help or self-improvement programs (for personal growth and development)
- Participates in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position and stay knowledgeable and current regarding all income assistance policy and procedures

Qualifications:

- Diploma or certificate in social work, social sciences, psychology, human services or similar area of study – strong asset
- Grade 12 graduation – strong asset
- 2+ years office administrative experience – preferably in an Indigenous government or social services setting
- Experience using Office 365, Google docs, Adobe and other software programs
- Experience with basic financial reporting
- Strong organizational, communication and conflict resolution skills (trauma informed)
- Experience working as a team, working independently, and working with limited supervision
- Experience working with First Nation organizations (in a remote setting) – asset
- Strong sense of professional boundaries

DATE POSTED: June 2, 2025

START DATE: ASAP

STATUS: Permanent, full-time

CLOSING DATE & TIME: June 16, 2025, 4:30pm

WAGE: \$21-\$25 per hr + benefits/pension/FEAP

BASED OUT OF: Houpsitas

TO APPLY: E-mail cover letter & resume to: *Dwayne Worthing, Chief Human Resources Officer*, at dwaynew@kcfirstnations.com citing “SDA” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.