

Fort McMurray 468 First Nation is seeking a Social Development/Assisted Living Worker who will administer the IS and AL programs to ensure that eligible individuals and families living on reserve receive funds to cover the basic expenses of daily living and support their transition to self-sufficiency.

Responsibilities:

- Administer the Social Assistance program as prescribed by ISC regulations and policies
- Determine and monitor eligibility for Social Assistance upon application, monthly, and annually and maintain strict confidentiality, as well as distribute Assistance Support cheques on the 1st of each month
- Assist in the promotion of education, training and employment opportunities that may lessen the need for Social Assistance
- Aid in completing application forms such as Veterans Allowance, Old Age Security, Guaranteed Income Supplement, Child Tax Benefits, etc
- Send and receive referrals from other agencies or First Nations
- Assists clients with completing forms, such as Old Age Security, CPP and AISH
- Assists with government forms, registration of children, SIN applications, health cards, birth certificates
- Follow all departmental policies, procedures, and directives in performing their duties and responsibilities
- Conduct Assisted Living home visits and keep track of statistics of clients supported and services provided
- Conduct intake interviews to determine client needs
- Assist with writing letters/reports on behalf of clients to other agencies
- Conduct referrals to internal and external agencies as required
- Attends program meetings and meetings/workshops
- Develop and implement control systems for all client information and documentation
- Sort files and information for reports and maintain an effective and efficient filing system
- Work in collaboration Chief and Council and other FM468Fn Staff for client and community betterment
- Perform other duties as required

Requirements:

- Bachelor of Social Work or an equivalent combination of education, training, and experience
- Minimum 2 years program management, program development, and budgeting experience
- Experience with MS Office software; 360 Nation Administration Solution software or other similar database management software
- Clean criminal record and vulnerable sector check, and willingness to complete credit check
- Valid Class 5 Driver's License
- Minimum 2 years experience working with multi barrier, at risk and/or First Nations peoples



FORT McMURRAY 468
FIRST NATION

- Knowledge of First Nations communities and culture, and experience working with community groups
- Practical experience in exercising independent judgment, goal setting, organization and critical thinking to assist clients, while maintaining confidentiality
- Ability to follow directions, work well with others as well as work independently
- Ability to manage multiple responsibilities and tasks in a fast-paced environment

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following after 3 months:

- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success

HOW TO APPLY:

Please submit your resume to hr@fmfngroup.com . FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.