



Saulteau First Nations

Box 1020
Chetwynd, BC V0C 1J0
Phone: (250) 788-3955
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EMPLOYMENT OPPORTUNITY Social Development Program Manager Full Time Position

Job Summary:

Saulteau First Nations requires a full time employee who will resume the responsibility as the Social Development Program Manager. The focus of this position is to administer the SFN Social Development Programs and Home Support and Adult Care Program. The social development worker assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and communities a whole.

Qualification Criteria:

- 1) Completion of Social Work Program, preferably a BSW.
- 2) Experience in the social work field and work with First Nations issues, culture and traditions.
- 3) Superior problem solving and conflict resolution skills

Duties and Responsibilities:

The band social development worker manages a social development program by administering the income assistance program, facilitating recipient training programs, interpreting policy and procedures, and evaluating applications for home support services. The individual also oversees programs to include Family Violence, National Child Benefit, Child out of Parental Home, Special Needs and Training and Employment and Support Initiative. The worker also establishes and maintains sound working relationships with other band staff, other departments and agencies such as Health Canada, Provincial Ministry of Housing and Social Development, Medical Services Branch and mental health organizations.

Knowledge and Skills Required:

- 1) Good administration and organizational skills.
- 2) Knowledge of funding and reporting for Indian and Northern Affairs Canada
- 3) To maintain confidentiality is essential

Other:

- 1) A valid driver's license and reliable transportation is necessary
- 2) Criminal Records Check is mandatory.

Start date for this position is no later than May 10, 2010. Starting wage will be set according to education, skills and experience. For consideration, interested applicants, please submit a resume with a cover letter and 3 work references by 4:00 pm, April 29, 2010.

SUBMIT RESUMES TO:

Director of Operations
Saulteau First Nations
Box 1020, Chetwynd, BC V0C 1J0
Fax: (250) 788-7261 or Email: jobs2010@saulteau.com

WE THANK YOU FOR YOUR APPLICATION, BUT ONLY THOSE SHORTLISTED WILL BE CONTACTED FOR AN INTERVIEW.