



Saulteau First Nations

Box 1020
Chetwynd, BC V0C 1J0
Phone: (250) 788-3955
Fax: (250) 788-7261

EMPLOYMENT OPPORTUNITY Social Development Program Manager Full Time Position

Job Summary:

Saulteau First Nations requires a full time employee who will assume 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 a Social Work Program: preferably a BSW
- 2) Experience in the social work field and experience working with First Nations issues, culture and traditions.
- 3) Superior problem solving and conflict resolution skills

Duties and Responsibilities:

The band social development worker manages the 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 the following programs: Family Violence, National Child Benefit, Child out of Parental Home, Special Needs and the Training and Employment xx Support Initiative. The successful candidate must establish and maintain 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 Indian and Northern Affairs Canada funding and reporting guidelines.
- 3) The ability to maintain confidentiality is essential.

Other:

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

Start date for this position is no later than March 5, 2010. Starting wage will be set according to education, skills and experience. For consideration, interested applicants must submit a resume with a cover letter and 3 work references by 4:00 pm, March 1, 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.