

Position: Income Assistance Officer

Term Full-time Position (one year)
Child & Family Services Department; North Vancouver, BC
Posted: July 2, 2009 Posting Closes: July 23, 2009



Human Resources
SQUAMISH NATION
Chen Chen Stway Human Resources

This entry-level officer position handles a small caseload of a straightforward nature. Meets with clients one on one and helps determine eligibility for Income Assistance. Uses basic knowledge of available funding, education and training sources (particularly those programs offered through Stitsma employment) to assist clients to improve their financial and occupational situations. Receives training and mentorship from more seasoned Officers.

Typical Duties & Responsibilities:

- Receives income assistance applications from members.
- Approves applications and issues income assistance.
- Encourages recipients to seek employment or enroll in educational programs.
- Interprets policy and procedures for clients.
- Helps clients on reserves with Medical Services Plan applications.
- Maintains records and files.
- Answers inquiries and complaints.
- Participates as member of Child & Family Services and Income Assistance team.

Education, Level of Experience & Hiring Requirements:

- Certificate from a recognized college specializing in a Business, Career Counselling or Social Services related field.
- Plus Two (2) years as an employment and assistance or career counsellor.
- As career progresses, incumbent may be required to successfully complete job-required, short-term upgrading, training and courses relating to interviewing, counseling, or first nation policies.
- Experience as an intermediate user of Email, Internet, Excel and Word/WordPerfect.
- Working experience with a large scale computerized database system.
- Experience with JD Edwards is an asset.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must have a valid Class 4 or 5 BC Driver's License; Class 7N may be considered.
- Reliable vehicle and current auto insurance preferred.
- Must be able to provide a valid Criminal Records Check.
- Grade 12 plus 5 years may substitute for above education and experience.

Salary: As per Squamish Nation Performance & Compensation Strategy.

Send Application To: Rae Anne Claxton, Recruiting Admin Coordinator
Human Resources
336 West 4th Street
North Vancouver, BC
V7M 1J1

Or Email: hr@squamish.net

Application MUST Include:

- Cover Letter & Resume
- 3 letters of reference
from direct supervisors
- Official copies of school records

No faxes will be accepted

ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW

Chen Chen Stway Human Resources
336 West 4th Street, North Vancouver, BC V7M 1J1 Tel 604-985-8335