

# MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



<b>Position:</b>	<b>SOCIAL SERVICES ADMINISTRATOR/MEMBERSHIP CLERK</b>
<b>Duration:</b>	<b>Part time permanent.</b>
<b>Salary:</b>	<b>\$17 to \$22/hr , based on qualifications</b>
<b>Start Date:</b>	<b>As Soon As Possible</b>

Under the direct supervision of the First Nation Administrator, the individual hired will be responsible for the provision and administration of Social Services within the Moose Deer Point First Nation; and also the administration of Indian Status and other duties related to First Nation membership.

## **Qualifications:**

- Post-secondary education in social services or related field preferred. Grade 12, or equivalent required.
- Responsible and able to maintain high level of confidentiality
- High degree of initiative, self-direction. Able to work with minimal supervision
- Superior written and verbal communication skills.
- Proficiency with MS Office business applications, Internet and web-enabled applications
- Must possess a valid driver's licence, have reliable transportation and be willing to travel as required

## **Duties and responsibilities:**

- Assess, advise and provide guidance to persons seeking assistance
- Relate and communicate effectively with internal and outside agencies
- Read, interpret and follow directives as outlined in legislation, policy and regulations.
- Determine eligibility for financial assistance, administer benefits and arrange for services
- Complete all regular and financial reports, correspondence and perform administrative duties
- Provide Social Services in the community to those persons that require financial and other assistance through the Social Services Act, National Child Tax Benefit Program etc., and supportive counseling services
- Obtain and examine information on other community programs which could benefit and assist a client
- Write reports and maintain records to describe client's circumstances and eligibility for receiving assistance
- Prepare correspondence, written reports, to Chief and Council, federal and provincial agencies
- Provide assistance to individuals regarding all aspects of Indian Status
- Maintain band list and provide statistical support on membership as required
- Attend meetings, seminars, conferences as required and report to Council
- Occasional travel and interaction with members of the First Nation will require a valid driver's license and reliable transportation;
- High-level of confidentiality

Please submit your **updated resume and cover letter** to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by May 24, 2019**. Resumes will be accepted at the Government Office or by email to [colette.isaac@moosedeerpoint.com](mailto:colette.isaac@moosedeerpoint.com). Please put "SA/Membership" in the subject line or sealed envelope.

**We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.**