

# 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:**

- Assessing, advising and providing guidance to persons seeking assistance
- Ability to relate and communicate effectively with internal and outside agencies
- Able to determine eligibility for financial assistance, administer benefits and arrange for services
- Able to complete all regular and financial reports, correspondence and perform administrative duties
- Provision of Social Services in the community to those persons that require financial and other assistance through the Social Services Act, Ontario Disability Support Program, 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 in receiving assistance
- Perform relevant duties such as preparing correspondence, written reports, to Chief and Council, federal and provincial agencies
- Provide assistance to individuals regarding all aspects of Indian Status
- Attend meetings, seminars, conferences as required and report to Council
- Work requires some travel and interaction with member First Nation, requiring 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 April 12, 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.**