



Employment Opportunity **SPECIAL PROJECTS ASSISTANT**

Reference No. SD-PES-SPA-0219

PURPOSE: Reporting to the Social Development Manager, the Special Projects Assistant will perform a variety of administrative and clerical duties to support the Social Development Department, including the Pre-Employment Supports Program. This is a full-time term position ending March 31, 2020 with the possibility of extension subject to funding.

RESPONSIBILITIES:

- Collaborate with the Pre-Employment Supports Project Team which includes Social Development Department, Canadian Mental Health Association, and other service providers by way of referral, to ensure client needs are met
- Accept written referrals from Band Social Development Workers
- Support Special Projects Workers in tracking client attendance, check-ins, and providing program details
- Support the Special Projects Workers in document preparation, verifying client information through database, copying, filing and binding
- Maintain confidential client records and data, according to the "Client Referral Strategy"
- Assist the Special Projects Workers in scheduling and arranging client intake and assessments as needed
- Assist with preparing upcoming training sessions and workshops
- Create and maintain filing systems and a system for tracking program clients
- Prepare, manage, track, and distribute a variety of internal documentation
- Attend various program meetings and prepare minutes to report back to Social Development
- Other duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Diploma in Business Administration or Human Services is an asset; one year post-secondary education required
- 1-year related experience required
- Experience working with Cowichan community members and service providers
- Criminal Record Check is required
- Valid BC Class 5 Driver's License *preferred* and reliable vehicle; will accept valid 7N Driver's License at *minimum*

SKILLS, KNOWLEDGE, AND ABILITIES:

- Proficient use of Microsoft Office and proper document preparation using Excel, Word, PowerPoint or Publisher
- Ability to maintain confidential records and files
- Ability to meet tight time lines and work under pressure
- Well-developed written, verbal, and interpersonal skills
- Strong ability to perform various reception and clerical functions
- Knowledge of Cowichan Tribes and Social Development services and programs
- Knowledge of the Cowichan language, culture, and teachings an asset

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. SD-PES-SPA-0219

Human Resources Department, Cowichan Tribes

5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: Thursday, February 28, 2019 at 4:00 pm

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance but only those selected will be contacted.*