



## Employment Opportunity **BAND SOCIAL DEVELOPMENT WORKER**

Reference No. SAA-IA-BSDW-0422

**PURPOSE:** Reporting to the Social Development Manager, the Band Social Development Worker (BSDW) will work with the Social Development team and community members to support the delivery of income assistance services. This is a full time permanent position and works primarily in the office with minimal local travel required.

### **RESPONSIBILITIES:**

- Oversee the management of client files, including applications and other documents
- Review and approve client applications for funding
- Interview Social Development clients to determine eligibility and enter information in "Social Development" module of "Tribes Integrated Financial Information System" (TIFIS)
- Review and become familiar with ISC Policy & Procedures Manual
- Ensure accuracy and submission of all required documents as per ISC Policy & Procedures, proper security of files and documents and maintain strict confidentiality of information
- Accept and process completed Income Assistance applications
- Issue assistance at set rates as set out in the Indigenous Service Canada Social Development Policy & Procedures Handbook
- Work with and refer employable clients to internal and external resources
- Input and data enter correspondence and case notes for client files
- Budget & Decision forms are up to date and complete in each client file
- Maintain confidential Social Development client files and ensure files are in compliance
- Develop working relationship with Cowichan Tribes Departments and external agencies
- Complete training as requested by supervisor
- Perform other duties as required and assigned to support the Social Development Department
- Other related duties as required

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

- Human Services Diploma and/or related post-secondary education is required
- Completed BSDW training
- Minimum one year experience in Band Social Development Worker role
- Minimum two years working in an Administrative environment
- Experience working with MS Office Suite of programs
- Valid Class 5 BC Driver's License and reliable vehicle is required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment**

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of Social Development Policy
- Knowledge of Human Service processes and service delivery
- Ability to maintain strict confidentiality and work in a fast-paced and multi-task environment
- Demonstrated work planning and time management skills
- Knowledge of document preparation standards, procedures, and practices
- Working knowledge and ability to use Cowichan Tribes "Tribes Integrated Financial Information System" (TIFIS)
- Knowledge of internal and external community resources
- Knowledge of program management procedures, including budgets and funding reporting
- Strong attention to detail
- Well-developed written, oral, organizational, and interpersonal skills
- Knowledge of the Cowichan community and Cowichan Tribes organization
- Knowledge of Cowichan culture, language, customs, and traditions

**HOW TO APPLY:** *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

**Deadline: 4:00 p.m. on Wednesday, May 18, 2022**