



Kispiox Band Council

EMPLOYMENT OPPORTUNITY

The Kispiox Band Council is presently accepting applications for the position of:

SOCIAL DEVELOPMENT PROGRAM - COORDINATOR

The individual will plan, organize, direct and will provide leadership and support for an effective and efficient Social Development Program in an effort to meet all social needs and address social problems including but not limited to, unemployment, addictions, children and family matters, educational development.

DUTIES/RESPONSIBILITIES:

- Responsible for the supervision, coordination and administration of the Band Social Assistance Program
- Responsible for the supervision and administration of all Band Social Development budgets including, Basic Needs, Family Enrichment, Adult In-Home Care, Special Needs, etc.
- Responsible for the supervision and processing of monthly social assistance applications in accordance with INAC and Kispiox Band policies and guidelines
- Maintain a current and up-to-date, secured system of case files and applications
- Responsible for responding to, providing resources and advocacy support for children at risk, elders and those with special needs
- Responsible for attending to, and responding to all reports of child abuse or neglect and become actively involved to ensure that proper case planning and reporting is developed in child welfare issues
- Maintain an active and effective working relationship with MCFC, Health Canada, INAC, Kispiox Band Social Development Committee and other appropriate agencies
- Establish and maintain sound and cooperative working relationships with other co-workers, staff and departments to meet the needs of the Kispiox Indian Band and community members
- Responsible for the supervision of the Social Development Assistant and Adult In-Home Care Workers
- Assist in the processing of monthly social assistance applications in accordance
- with INAC and Band Social Program policies and guidelines

SKILLS, KNOWLEDGE and QUALIFICATIONS:

1. Must have a proven record of work experience as a Social Worker or in possession of a BSW Degree or equivalent. Applicants in possession of educational degree will receive preferential consideration
2. Must be familiar with and have experience in the Provincial Child Welfare Program
3. Must possess basic financial and budgeting skills
4. Must have excellent analytical, written and oral communication skills
5. Must have excellent leadership, supervisory, management and interpersonal skills
6. Must have excellent computer skills, knowledge in ACCPAC an asset
7. Must demonstrate tact, discretion and sound judgment while dealing with sensitive issues in a political environment
8. Must be willing to submit to a criminal record check
9. Must possess a BC Class 5 Drivers Licence

SALARY: Commensurate with experience

HOURS OF WORK: Full Time (35 Hours per week)
8:00 a.m. to 4:00 p.m. Monday to Friday

The successful applicant must successfully complete a six (6) month probationary period.

Resumes showing education, training and related work experience with (3) three work related references will be accepted up **until September 10, 2010; 3:00 pm.**

Administrator@kispioxband.com or the attention of:

Brian Williams, Band Manager
c/o Kispiox Band Council
Site K, Comp 25, R.R.#1
Hazelton, B.C. VOJ 1Y0