



## **Social Development Coordinator**

Position Status: Full-time

Location: Blueberry River First Nations in northeast British Columbia

Reports to: Health Director

### **About Blueberry River First Nations:**

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

### **Summary of the Position**

The Social Development Worker (SDW) position is a key position that opens the doors to opportunities for the unemployed, low-income families and those with disabilities so they have access to social and employment programs developed by the Federal Government. The programs are designed to assist with the daily living activities and the promotion of employability.

Responsible for administering and delivering various support programs ensuring that income support recipients receive regular, timely and accurate support payments in adherence to legislation, regulations and policies. No supervisory duties are required.

### **Job Summary:**

In accordance with Aboriginal Affairs and Northern Development Canada (AANDC) Policy and Procedures Manual, the Social Development Worker (SDW) administers the Income Assistance Program, the National Child Benefits Program. In addition, the positions will provide support to the Assisted Living program and work with the Ministry of Child & Family Development program in order to ensure the Extended Family Program (EFP) program (formerly know as COPH) is reflected accurately in reporting requirements.

### **Responsibilities and Duties:**

- To process Income Assistance Applications according to the Social Development Policy and Procedures Manual, according to AANDC requirements. The BSDW shall process and

determine eligibility and prepare budget and decision forms as required. All clients must be informed of their rights and responsibilities and the right to appeal, should the client disagree with the decision provided by the BSDW regarding eligibility for benefits.

- To provide required documentation to the Finance Department in a timely manner and according to the Finance Department schedule for weekly cheque issue.
- To maintain a monthly pay list in order to submit to the Finance Department for the monthly Income Assistance Payment.
- To maintain a confidential file on each applicant that will include case notes, identification and all required documentation in order for the file to be complete. Files must include records of disbursements of Government funds, amounts and purpose.
- Ensure all annual reviews are completed as required.
- To ensure the Income Assistance payment is correct according to the Policy rates for Basic Support, Shelter and Special Needs.
- To provide a referral, when required, to the local ASET Holder for employment and training opportunities. All eligible clients will have the required referral documentation on file.
- To interpret Social Development Policy and Procedures to provide clients with a better understanding of the purposes, services and requirements of the Social Development program and to make appropriate referrals for counseling for addictions, family violence and mental health whenever required.
- To ensure the quarterly Income Assistance Report and Assisted Living report is submitted by the 15th day of each reporting period. The submission of these reports is a priority as they are the basis for the reimbursement of expenditures as per the funding agreement with AANDC.
- To administer the Assisted Living Program that provides home support to clients based on financial need. By evaluating applications for home services and arranging for provision of the service to eligible applicants according to the Assisted Living Policy and Procedure Manual.
- To maintain an up-to-date filing and case management system.
- To develop and maintain a good working relationship with BRFN staff and representatives of other agencies and organizations.
- To maintain professional growth and development by participating in approved conferences and training opportunities when relevant to job duties and function.
- Perform home visit occasionally.
- Perform other related duties as required.

### **Qualifications and Skills:**

- Minimum Grade 12
- Completion of relevant post-secondary credentials, or a combination of education and experience will be considered;
- Knowledge of BRFN community, culture and language is preferred;



- Experience with technology and computer programs such as word, excel, outlook;
- Band Social Development training and understanding is considered an asset;
- Ability to interpret policy and assess eligibility for all programs that fall with the Social Development funding area;
- Ability to maintain confidential information and records.
- Ability to work within a team and individually.
- Ability to work with a flexible schedule.

**Contact:**

Interested applicants should submit their application to Human Resources at [hr@blueberryfn.ca](mailto:hr@blueberryfn.ca).  
Deadline to submit applications is March 29<sup>th</sup>, 2024.

**We thank all applicants who apply. Please note only those selected for an interview will be contacted.**



