



Join Our Team!

LAKE BABINE NATION

POSTED: SEPTEMBER 19 2023; UNTIL POSITION FILLED

SOCIAL DEVELOPMENT INTAKE WORKER

Wage Range: \$24.00-\$27.00

*The **Social Development Case Intake Worker** under the supervision of the Social Development Director is responsible for administering the Income Assistance Program in compliance with the Social Development Policy & Procedures Manual and Indigenous Services Canada (“ISC”).*

*The **Social Development Case Intake Worker** will be tasked with delivering all aspects of the Income Assistance Program. Assisting, assessing, & completing income assistance forms. Issuing income assistance to all applicants who meet eligibility requirements contained in the Social Development Policy & Procedures Manual and ISC. Creating and maintaining up to date confidential case files on every client, ensuring copies of all required forms, signatures and required supporting correspondence is on file regarding disbursements.*

*The **Social Development Case Intake Worker** plays an important role in referring clients to become financially independent through continued employment and provide clients with information on services that may be available to them such as childcare, incentives, training, employment opportunities, and services for people with disabilities. Other duties will include acting as a point of contact for various support service agencies and as an advocate for the client. Other duties may be assigned as necessary.*

QUALIFICATIONS

- Certificate in Social Services; equivalencies will be considered, reviewed and discussed
- Minimum two (2) years’ experience in case management.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Strong knowledge of applicable laws, regulations and guidelines
- Extensive knowledge of Xyntax Systems with Social Development program.
- Perform mathematical computations accurately and quickly
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- High level of integrity, confidentiality, and accountability
- Able to work with a team and independently

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted