



GITXAALA NATION

PO Box 149 11 Ocean Drive Kitkatla, BC V0V 1C0 Phone 250.848.2214 Fax 250.848.2238

JOB POSTING – INCOME ASSISTANCE CLERK

Gitxaala Nation has an opening for the position of Income Assistance Clerk (IAC), which will be a part-time permanent position (20hrs per week) with the possibility of full-time employment. The IAC will be responsible for administering the Income Assistance Program.

Under the direction of the Band Social Development Worker, the Income Assistance Clerk is responsible for keeping accurate records and files of all clients and assisting clients in social assistance applications and related tasks.

AREAS OF RESPONSIBILITY

A. Income Assistance

Administers the Income Assistance program as prescribed by ISC

- Takes applications, completes assessments, and refers clients to other services, as required. Completes Budget and Decision forms to determine eligibility.
- Issues assistance as prescribed by the program and according to current rates as set out in the Social Development Policy and Procedures Handbook
- Ensure that monthly renewals are reviewed prior to preparing a Pay List
- Maintain an accurate budget to reflect funds received from funding agencies
- Ensures recipients maintain a progression training/employment plan to facilitate the return to work; that they work in collaboration with the Social Development Worker, the Continuous Learning Centre Staff and other employment coaches.
- Maintains secure and organized filing systems and records management procedures that ensure client confidentiality and inputs client data into the Nation's secure data base system (AIS)
- Completes quarterly Income Assistance Reports, Annual Statistical Reports and other reports, as required and provides reports to Council as required
- Participating in seminars, workshops and training programs to upgrade skills and knowledge relevant to the position and stay knowledgeable and current regarding all income assistance policies and procedures
- Enters new application calculations into AIS system and creates Budget and Decision (B&D) forms. Revises forms as required.
- Distributes Social Assistance cheques to clients on a monthly basis, or as required, and completes appropriate documentation.
- Develops and maintains a bring-forward system in the Outlook Calendar for payment of hydro/phone etc.



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- Maintains working relationships with other First Nation bands and organizations.
- Prepares cheque requisitions.
- Prepares annual reports to the Indigenous Services Canada
- Participates in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position.
- Performs other related duties as required.

Education/Experience requirements:

- Grade 12 education; will provide in-house training and access to Income Assistance Training Modules
- An asset with a Social Work Certificate; 3 year of social work or related experience, preferably in a First Nations community.
- Key Competencies:
 - Strong communication skills both oral and written.
 - Team player who works collaboratively with others
 - Ability to deal with stressful situations, conflict resolution
 - Adhere to Confidentiality Standards
 - Be Empathic and Compassion to other people's needs
 - Ability to work independently and prioritize your tasks
 - Be a Team Player

Applications/Resume with references can be forwarded to:

Norman Ridley, Finance Assistant: financeassistant@gitxaalanation.com

Fax: 250-848-2238

DEADLINE: September 24, 2021 at 4:30pm

Only those shortlisted will be contacted for Interview