



**Job Opportunities**

**Competition # 0120-57**

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**BATC SOCIAL DEVELOPMENT – Income Assistance Administrator**

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**(1) Term: Full-time Position**

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**Moosomin First Nation**

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**THE POSITION**

As part of the BATC Social Development team, and under direct supervision of Director of Social Development, the Income Assistance Administrator is responsible for administering and delivering the Income Assistance Program including Basic Needs, Initial Steps to Employment (ISE), Stabilization and Skills Development (SSD), and Special Needs in compliance with AANDC Social Programs Policy Manual to eligible clients residing on **Moosomin First Nation**.

This position is based out of the BATC Community Services Satellite office on **Moosomin First Nation**.

This is a term position to **March 31, 2021**.

The Income Assistance Administrator is accountable to the Director of Social Development on the following:

**DUTIES AND RESPONSIBILITIES**

- Explain income support criteria and guidelines to applicants and recipients
- Verify applicant information including family size and current income
- Determine eligibility for support
- Process applications
- Provide financial assistance to an eligible individual or family unit residing on **Moosomin First Nation**.
- Maintain ongoing communications with clients
- Maintain Client files
- Submit monthly client stats to the Director of Social Development and AANDC as required
- Perform other duties as assigned

**QUALIFICATIONS AND SKILLS**

- Knowledge of BATC Social Development program structure, programs, services, goals and objectives
- Degree in Social Work and/or extensive experience in administering an Income Assistance program on reserve.
- Knowledge of INAC Social Policy and the ability to adhere to program compliance
- Strong understanding and experience in Accounting Principles
- Excellent computer skills and data entry
- Ability to speak/understand Cree or Saulteaux would be an asset
- Works well under tight deadlines and proficient in multitasking skills
- Demonstrate knowledge of First Nations cultural and community value systems;
- Strong communications and organizational skills;
- Ability to follow directions and perform scheduled activities;
- Perform duties with minimal supervision
- Must possess a valid vehicle operator's license and a reliable vehicle

**EMPLOYMENT TERMS:**

- **Must provide a CIPC**
- Willing to work long hours, including some weekends as needed

**Closing date: 4:30 pm October 15, 2020 - Please quote Competition # 0120-57**

**Please submit resume with references, CIPC and cover letter to:**

**Human Resources  
Battleford Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, SK S9A 0Z8**

**Phone: 306-446-1400**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**

***Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.***