



Job Opportunities

Competition #0121-70

**Income Assistance Intake Clerk
One (1) Full-time Term Position
Moosomin First Nation**

THE POSITION:

As part of the BATC Social Development team, the Income Assistance Intake Clerks will provide reception, filing and assist with program delivery as needed.

DUTIES AND RESPONSIBILITIES:

- Provide support to the Income Assistance Intake Administrator.
- Assist with client data entry and payments, as approved by the Income Assistance Intake Administrator.
- Filing conducive to BATC filing structure and Indigenous Services Canada (ISC) Quality Assurance requirements.
- Must assist with distribution days, home visits and/or client application.
- Must Assist with scheduled mandatory ISC form signing: Budget and Distribution (B & D), Applications, Medicals, authorization to release information, Housing Tenancy, Bank Statements Financial Management Act (FMA), etc.
- Work with BATC Social Development Finance Staff to ensure proper FMA accounting procedures are adhered.
- Adhere to BATC Personnel Policy and regulations.
- Other duties as directed by Director of Social Development/ IA Manager.

QUALIFICATIONS:

- Extensive Knowledge of BATC Social Development program structure, services, goals, and objectives.
- Must hold a Certificate in Business Administration or clerical diploma with a minimum of two (2) years of work related experience.
- Knowledge of BATC Social Development and ISC polices, structures, procedures, services, goals, and objectives.
- Ability to handle many projects simultaneously, prioritize task and completing projects on schedule.
- Excellent computer skills including keyboarding, emailing, internet research, Microsoft Office (Microsoft Word, Excel, PowerPoint, Access Database, 360 Nation Admin)
- Good communication skills, oral, written and verbal.
- Experienced in general office procedures and use of all office equipment.
- Ability to work without supervision., and to work with multiple deadlines and priorities.
- Some evening, weekend work and/or travel related to special events and meetings may be required.
- A valid drivers license, and reliable vehicle are required.
- A knowledge of case management, accounting software and internal controls (FMA)
- Ability to analyze and interpret policy (Financial, BATC, ISC) and summarize findings in concise, to the point document.
- Knowledge of ISC Program Policy and the ability to adhere to program compliance.
- Strong understanding and experience in Accounting Principles.
- Ability to speak/ understand Cree or Saulteaux is an asset.
- Works well under tight deadlines and proficient in multitasking skills.
- Demonstrate knowledge of First Nation cultural and community value systems.
- Strong communication and organizational skills.
- Punctuality is a must.

MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK

Closing date: October 5th, 2022 - Please quote Competition # 0121-70

Please submit **RESUME, COVER LETTER AND CPIC to:**

**Human Resources
Battleford Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 1K3**

Phone: 306-446-1400

Email: humanresources@batc.ca

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