



Job Opportunities

Competition #0121-71

**Income Assistance Administrator
One (1) Full-time Term Position
Ahtahkakoop First Nation
EXTENDED**

THE POSITION:

Battleford Agency Tribal Chiefs are seeking a Income Assistance Intake Administrators and he/she will report directly to the Income Assistance Manager. The positions will be based out of the Satellite offices located on Ahtahkakoop First Nation As part of the BATC Social Development team, and under direct supervision of Income Assistance Manager, the income Assistance Administrator (Intake worker) is responsible for administering and delivering the Income Assistance Program including Basic Needs, Special Needs, Initial Steps to Employment (ISE), Stabilization and Skills Development (SSD) with Professional Development Coach (PDC), in compliance with Indigenous Services Canada (ISC) Social Programs Policy Manual to eligible clients. Must be aware of the current socio-economic conditions of Indigenous people.

DUTIES AND RESPONSIBILITIES:

- Explain income support criteria and guidelines to applicants and recipients and assist with client data entry and payments, as approved by the Income Assistance Intake Administrator.
- 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 the First Nation.
- Maintain ongoing communications with clients.
- Submit monthly client stats to the Director of Social Development and ISC as required

QUALIFICATIONS:

- Extensive Knowledge of BATC Social Development program structure, services, goals, and objectives.
- ability to handle many projects simultaneously.
- 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: August 10th, 2022 - Please quote Competition # 0121-71

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.