



**INCOME ASSISTANCE ADMINISTRATOR  
ONE (1) FULL-TIME PERMANENT POSITION  
MOOSOMIN FIRST NATION**

**The Position**

Battlefords Agency Tribal Chiefs is seeking an Income Assistance Administrator and he/she will report directly to the Income Assistance Manager. The positions will be based out of the Satellite office located on the Moosomin First Nation As part of the BATC Social Development team, and under direct supervision of Income Assistance Manager, the income Assistance Administrator 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 Personal 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 Administrator
- Verify applicant information including family size and current income
- Determine eligibility to support
- Process applications
- Provide financial assistance to an eligible individual or family unit residing on the First Nation
- Maintain ongoing communication with client(s)
- 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 policies, 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 which includes 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, clean drivers abstract and reliable vehicle are required
- A knowledge of case management, accounting software and internal controls (Personnel Policy and 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
- Strong communication and organizational skills
- Must have CPIC (Criminal Record Check) and Vulnerable Sector Check
- Salary based on Education and experience \$47,775.00 per annum

**Closing Date: May 25, 2023 – Please Quote Competition #2023-27**  
**Please submit *RESUME, COVER LETTER AND CPIC/VSC* to:**

**Human Resources  
Battlefords Agency Tribal Chiefs**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)  
Phone: 306-446-1400**

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