



## **Employment Opportunity**

# **Social Development Worker**

**Position Type: Full-time - Permanent**

### **POSITION SUMMARY**

As the Social Development Worker (the "SDW"), you will work under the direction and guidance of the Member Services Director. You will be responsible for keeping accurate records and files of all members and processing them in social assistance applications and related tasks. The Social Development Worker will also provide proficient and efficient delivery of services under the AFN Social Development Program as per current -akis'nuk First Nation and Indigenous Services Canada Policies.

### **KEY RESPONSIBILITIES**

- Evaluating members' needs to assist with social supports to improve overall quality of life.
- Developing and implementing programs for assisting members with basic needs.
- Assistance of members with making healthy lifestyle choices.
- Skilled observations, recording, and timely reporting to Member services Director or ISC for any pertinent changes in the member's needs.
- Document interactions with members.
- Submit activity reports and other reports as required in timely manner such as activity and quarterly reports as deemed necessary.
- Maintain privacy and confidentiality of members.
- Acts as a liaison for members in navigating social assistance programming such as Persons with Disabilities ("PWD"), career cruising, and identifying gaps in support needs.
- Perform other duties as required.

### **REQUIRED Knowledge, Skills, and Abilities**

- At least two years of recent, related experience; or an equivalent combination of education, training and experience working directly with individuals and families

- Must be a licensed driver with an automobile insurance in accordance with organization requirements.
- Has excellent observation, oral and written communication skills
- Effective time management skills and the ability to address and cope with competing priorities.
- Ability to work with computer software programs / computer skills such as Microsoft Suite programs.
- Emotional intelligence and the ability to mitigate challenging situations.
- Appreciation of and knowledge of working in First Nations.
- Staying informed and up to date on social assistance programs offered by Indigenous Services Canada (“ISC”).

## **GENERAL STATEMENT**

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.

Please submit your resume and covering letter detailing your interest and suitability for the role.

**Human Resources**  
**-akisq̓nuk First Nation**  
**3050 Highway 93/95, Windermere,**  
**BC V0B 2L2**  
[hr@akisq̓nuk.org](mailto:hr@akisq̓nuk.org)

*Note: Preference will be given to candidates of Ktunaxa or other First Nations ancestry. ʔakisq̓nuk First Nation may consider a Ktunaxa citizen who does not meet all the hiring criteria. Where possible, ʔakisq̓nuk First Nation will endeavour to provide hands on training and professional development to applicants of Ktunaxa ancestry. We encourage you to apply!*

*ʔakisq̓nuk First Nation encourages applicants to self-identify. Thank you to all those who apply, however only those selected for an interview will be contacted.*