



## **EMPLOYMENT OPPORTUNITY**

### **Income Assistance Administrator**

#### **JOB OVERVIEW:**

Under the supervision of the Band Manager, Income Assistance Administrator supports on-reserve clientele to ensure that eligible individuals and families residing on reserve receive funds to cover the basic expenses of daily living and support their transition to self-sufficiency.

**This is a temporary full-time position commencing June 06, 2022, and ending on or before August 26, 2022**

#### **RESPONSIBILITIES:**

- Assists in the distribution of Income Assistance Support cheques on the 1st of each month
- Sending and receiving referrals from other agencies or First Nations
- Intake worker, interview clients
- Clerical work such as filing, copying, faxing, mailing
- Assists clients with completing forms
- Sorts files and information for reports
- Prepares budget & Decision sheets, and Applications
- Writes letters/reports on behalf of clients to other agencies
- Referrals to internal and external agencies as required
- Assist in career planning, education and training
- Attends program meetings and meetings/workshops
- Developing and implementing control systems for all client information and documentation
- Following all departmental policies, procedures and directives in performing their duties and responsibilities
- Maintaining an effective and efficient filing system
- Assists with Assisted Living home visits
- Perform other duties as required
- Assists with government forms, registration of children, SIN applications, health cards, birth certificates

#### **REQUIREMENTS:**

- Minimum Grade 12 diploma or Equivalence
- Social Work diploma/degree would be an asset
- Combination of relevant experience with a minimum 2 years' experience in social programming
- Person that leads a "healthy lifestyle", Fit for Duty
- Ability to work well with others



- Ability to follow directions & work independently
- Ability to manage multiple responsibilities and tasks in a fast-paced environment
- Working knowledge of computers
- Experience with 360 Nation Administration Solution software or other similar database management software would be an asset
- Requires the ability to maintain strict confidentiality
- Criminal Record check with the vulnerable sector is mandatory for the position.

#### WHY APPLY?

- In addition to your Salary/Hourly earnings, we also offer the following:
- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan.
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success

Safety guides us in everything we do. As such, all employees working on Fort McMurray 468 First Nation lands are required to be fully vaccinated against COVID-19. An exemption due to medical condition(s) and other applicable human rights grounds may be provided on request. Contact our HR Team for exemption request process.

#### HOW TO APPLY:

Please email your resume to [HR@fmfngroup.com](mailto:HR@fmfngroup.com) . FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.