



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC, V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting: Social Assistance Coordinator

The McLeod Lake Indian Band (MLIB) is a dynamic First Nations community dedicated to preserving our heritage, promoting community well-being, and fostering sustainable development. We strive to enhance the quality of life for our members through comprehensive support programs and culturally relevant services.

Position Overview:

The Social Assistance Coordinator is a key role within the McLeod Lake Indian Band, responsible for overseeing and managing social assistance programs that provide crucial support to community members. This position involves coordinating services, ensuring compliance with policies, and working closely with individuals and families to address their needs effectively.

Key Responsibilities:

- **Program Management:** Oversee the administration of social assistance programs, including financial support, resource allocation, and eligibility assessment.
- **Case Coordination:** Work directly with individuals and families to assess their needs, develop personalized support plans, and facilitate access to appropriate services and resources.
- **Compliance and Reporting:** Ensure that social assistance programs adhere to relevant regulations and policies. Prepare detailed reports and documentation to track program outcomes and compliance.
- **Community Engagement:** Foster strong relationships with community members, providing guidance and support to enhance their access to social services and benefits.
- **Resource Development:** Identify and pursue opportunities for additional funding, resources, and partnerships to expand and enhance social assistance programs.
- **Advocacy:** Advocate for the needs and rights of community members, working to resolve issues and ensure that their voices are heard in program planning and implementation.
- **Training and Support:** Provide training and support to staff and volunteers involved in social assistance programs, ensuring they are equipped with the necessary skills and knowledge.
- **Cultural Sensitivity:** Integrate Indigenous cultural values and practices into social assistance programs to ensure they are respectful and relevant to the community.

Qualifications:

- **Education:** A Bachelor's degree in Social Work, Human Services, Public Administration, or a related field is recommended. Experience in the field is preferred.
- **Experience:** At least 1-2 years of experience in social assistance, social work, or related fields, with a proven track record of program management and case coordination.
- **Skills:**
 - Strong understanding of social assistance policies, regulations, and best practices.
 - Excellent interpersonal and communication skills, with the ability to engage effectively with community members and stakeholders.
 - Proven ability to manage multiple tasks and priorities in a fast-paced environment.
 - Strong analytical and problem-solving skills, with attention to detail in documentation and reporting.
 - Cultural competence and sensitivity to Indigenous traditions and practices.
 - Proficiency in using office software and case management systems.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@mllib.ca

Posted: August 19, 2024

Closing date: September 19, 2024.