



ʔakisq̓nuk First Nation

POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: Social Development Worker

DATE: February 2022

PROGRAM: Social Development

REPORTING TO: Member Services Director

OVERVIEW

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. The AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our Community forward toward our Vision.

POSITION SUMMARY

As the Social Development Worker, 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 clients 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 ʔakisq̓nuk First Nation and Indigenous Services Canada Policies.

STRATEGIC PLANNING

Participate in planning for the organization with a focus assisting and improving social programs which will assist in the overall health and well-being of Community members.

FINANCIAL

An understanding of the costs associated with the lodgment of relevant social programs and keeping track of all expenses incurred.

COMMUNICATION

Strong communication skills including reading, writing, oral and public speaking, vocabulary, listening and interpretation.

KEY RESPONSIBILITIES

- Evaluating clients' needs to assist with programs to improve overall employability.
- Developing and implementing programs for assisting clients with basic needs.
- Assistance with healthy alternatives such as guidance with groceries and food choices.
- Skilled observations, recording, and timely reporting to Member services Director or ISC for any pertinent changes in the client's needs.
- Document interactions with clients.
- Submit activity reports and other reports as required in timely manner.
- Maintains Universal Precaution Guidelines and safety measures according to policies and procedures.
- Maintain privacy and confidentiality of clients.
- Act as a liaison for clients in navigating social assistance programming, Non-Insured Health Benefits (NIHB) as well as First Nation Health Benefits, Old age. pension, Canada Pension, PWD.
- Perform other duties as required.

WORKING CONDITIONS

1. Corporate office environment
2. Community home environment
3. Regular use of an automobile

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- One year of recent, related experience; or an equivalent combination of education, training and experience working directly with individuals and families
- Must be licensed driver with an automobile insurance in accordance with organization requirements.
- Complies with standards and directions given by their supervisor.
- Possesses and maintains good physical and mental health
- Has excellent observation, oral and written communication skills
- Is self-directed with the ability to work with little supervision
- Is flexible and cooperative in fulfilling role obligation
- Good oral and written communications
- Good organizational skills
- Ability to work with computer software programs / computer skills such as Microsoft Suite programs.

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.