

# The Key First Nation

## **Employment Opportunity**

### **Income Support Worker**

The Income Support Worker is responsible for administering and delivering the Income Support Program to ensure the program is delivered in an effective and appropriate manner with regular, timely and accurate support payments in adherence to legislation, regulations and policies. The position reports directly to the Director of Operations.

#### **DUTIES & RESPONSIBILITIES**

- Provide information and assistance on the Income Support Program to ensure that residents are familiar with the program and the criteria for support
- Administer and deliver the Income Support Program to ensure the program is delivered in an effective and appropriate manner
- Provide the appropriate level of client counseling in order to assist clients
- Plan and participate in community events concerning education and career development
- Complete administrative functions to ensure that the program is properly funded and administered.
- Perform other related duties as required

#### **KNOWLEDGE, SKILLS AND ABILITIES required**

- Social Worker degree or combination of education and experience will be considered -minimum of grade 12 and Office Education or Administrative degree.
- Valid class 5 Drivers License and reliable vehicle
- Have proficient knowledge in the following areas:
  - the legislation, regulations, policies and procedures for the Income Support Program
  - career and education planning and development
- computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs
- office administration
- Possess effective verbal, presentation and listening communications skills
- Possess effective written communications skills
- Possess team building skills-effective negotiation and mediation skills
- Have a highly proficient level of stress management skills and time management skills
- An understanding of the economic, cultural and social environment of First Nations consider an asset

The Income Support Worker deals with a very stressful environment as many of the clients experience financial difficulties and applicants may become very frustrated if they are ineligible for Income Support.

#### **Salary: To be determined based on qualification**

Please submit resumes with a cover letter to:

Joanne Griffith, Director of Operation  
P.O. Box 70 Norquay, Sask. S0A 2V0  
Or fax to: 306-594-2545  
or email to: [j.griffith@keyband.com](mailto:j.griffith@keyband.com)

**Before 4:30pm November 24, 2011**