



**First Nation of Na-Cho Nyäk Dun**  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Social Programs Administrator  
**Department:** Social Programs  
**Salary Range:** \$ 29.60 per hour (Level 6)  
**Term:** Regular Full Time (75 hrs/ bi-weekly)  
**Closing Date:** **Tuesday, June 19<sup>th</sup>, 2018**

**Job Summary:**

Reporting to the Manager, Social Programs the incumbent is responsible for effectively and efficiently administering and delivering the following programs within a case management approach: Social Assistance program, Elders/ Disabled Fuel/ Wood program; Pre-natal program; Elders Furniture/ Appliance program; Funeral Planning Assistance program and assist with the health care and emergency medical needs per the Medical Policy, as required.

**Main Duties:**

- Provide social assistance to First Nation citizens and/ or clients by conducting personal interviews with individuals for assessing eligibility, needs, verifying information from various agencies and FNNND membership lists, informing applicant regarding appeal process, establishing allowance periods, explaining to clients rights and obligations, verifying and determining conditions of eligibility, and referring to other resource agencies for other forms of assistance;
- Determine and calculate the amount of financial assistance to which the applicant is entitled to in accordance with eligibility criteria as established by social assistance rates determined in the policy (i.e. subsidy);
- Document all information obtained from the client and maintain client files, which includes, contact name, address, phone number, SIN number, date and time or any other pertinent information, as required;
- Assist in administering and maintaining the financial recording for the Social Assistance program (i.e. AIS, excel database);
- Create rapport among clientele and integrate a case management approach to offer the following (i.e. home visits, 1:1 sessions, surveys, interviews, etc.):
  - Refer and provide resources (i.e. programs and services) of other agencies (i.e. YG, Many Rivers Counselling, Skookum Jim, etc.) and/ or FNNND departments for services in employment, training, education and rehabilitation; and
  - Assist clients with support they need in seeking the resources they require if they are challenged with a personal barrier (i.e. literacy, life/ stress coping mechanisms, etc.)
- Assist in coordinating and organizing work opportunity program(s) (i.e. WOP) with departmental staff to promote employment for social assistant clients and work with other FNNND departments in seeking employment opportunities and once employed track the clients employment hours to ensure eligibility requirements are being met per the federal Employment Insurance (EI) Program....

***\*See Job Description for further duties as required per this position.***

**Education and Experience**

- Diploma and/ or Certificate in the Social Services field and/ or Business Administration;
- Preferable (2) years minimal experience in the health or social assistance field;
- Experience working with and knowledgeable of health and social issues affecting and impacting First Nation people;
- Experience in case managing clients' care by assessing and documenting needs; developing, monitoring, and evaluating plans and progress; and
- Knowledgeably of FNNND, Federal and Territorial resources in social services and relevant policies and acts that apply (i.e. Adult Protection Act/ Privacy Act/ Human Rights).

**Conditions of Employment:**

- Valid Class 5 Yukon Driver's License and abstract;
- Security Clearance

For a copy of the job description and/ or to submit your cover letter and resume contact:

**Ronalda Moses, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. #203**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

