



KITSELAS GOVERNMENT JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Social Development Coordinator	Department: Community Services
Reporting to: Director of Community Services	Employment Status: Full-time permanent
Job Code:	Date: January 10, 2025

B. PURPOSE:

The Social Development Coordinator, working under the Director of Community Services, is responsible for providing direct services and supports to clients and the social development program including Prevention Programs.

C. MAIN DUTIES AND RESPONSIBILITIES:

- Prevention Program
 - Plan, coordinate and supervise in the development of community resources, capacities and services with special focus on preventing child apprehensions and providing family supports.
 - Ensure that programs are carried out and maintained with the intent of providing the best care and in the best interest of the child.
 - Maintain accurate records containing data for each program delivered and supported.
 - Provide support to the Children and Families.
 - Manage Lighthouse for Prevention Program Events and Community use.
 - Supervise and document vehicle sign in/sign out and gas card use.
 - Bring vehicles into dealership for maintenance.
 - Update knowledge in Pay-Dirt software.
 - Collaborate and work with Social Development Officer, Health staff and other departments to develop and deliver Child and Family prevention programs.
 - Collaborate with other organizations for referrals, outside resources, for needed support and resources.
 - Participate in scheduled team meetings.
 - Other duties as assigned by the Director of Community Services.
- Other responsibilities when Social Development Officer is on leave:
 - Income assistance duties: In-take new applications, assist community members with their Social Assistance application, issue funds according to policy to qualified recipients.



This involves interpreting the policy and converting to eligible amounts, issue social assistance cheques/deposits, prepare third party payments to BC Hydro, PNG, Kitselas Housing, and assist walk-ins and phone calls with inquiries pertaining to Social Assistance.

- Serve as the alternate Kitselas First Nation contact to NIFCS and Ministry by providing advocacy for Kitselas when the Ministry of Child and Family become involved in child protection matters. Visit community member homes when NIFCS or MCFD is involved (may require flexible hours of work).

D. EDUCATION AND EXPERIENCE

- Completion of diploma or degree in a related field (social worker, for example) or some college or university training in a related field, minimum of 1 to 3 years of experience working with government social programs or combination of education and experience.
- Experience in managing a budget or a general understanding of accounting.
- Must be knowledgeable and current with Indigenous Services Canada policy relating to Social Assistance programs, delivery, and reporting procedures and deadlines.
- An understanding of the north coast BC cultural and political environment.
- Previous experience working in a First Nations community and/or organization is preferred.

E. SKILLS AND ABILITIES

- Proficient in Word, Excel, and other Microsoft programs
- Excellent verbal, listening and written communication skills
- Crisis management skills
- Effective research ability
- Time management skills
- Job task planning and organizing
- Problem solving and decision-making ability
- Interpersonal skills
- Counseling skills
- Ability to work flexible hours
- Ability to handle private and confidential information
- Ability to work independently and as part of the team

F. ADDITIONAL REQUIREMENTS

- Valid BC Drivers' License
- Criminal Record Check
- Drivers' Abstract