



# *BSDW (Band Social Development Worker) Assistant*

Heiltsuk Tribal Council

## **Job Summary**

The BSDW Assistant is responsible for assisting the BSDW in assist in the client files and will replace in the absence of the BSDW in regard to meeting and assessing client's eligibility for Social Assistance payments.

Responsible for maintaining a proper filing system of all clients

Filing of monthly reports and all report required by funding agreement in absence of BSDW.

## **Job Duties**

- Maintain complete comprehensible files of all clients to ensure they meet program and legal requirements.
- Greet clients in a friendly and professional manner.
- Assist with the completion of all required forms with clients.
- Assist with the review all client files to determine eligibility for program.
- Process required forms to get client into system as required.
- Meet with client to review payments, requirements etc.
- Answer any questions and collect required documents.
- Review monthly earnings submission of each client as required.
- Submit monthly payment to payables as required.
- Review submissions with BSDW.
- Review monthly rentals with BSDW.
- Provide basic and accurate information in-person and via phone/email to all clients.
- Maintain a professional, clean working area.
- Maintain a comprehensive filing system for all clients.
- Type, copy or distribute and file correspondence such as letters, memos of routine or sensitive nature as required.
- Ensure Shredding is maintained of required documents.
- Willingness to accept other assignments/duties.
- Promote Recycling and Composting within the Office
- All other duties as assigned for the success of the department.

Qualified applicants should submit cover letter and resume by April 26, 2024 4:00PM Wage:\$20.00

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*Hiring priority given to individuals of Heiltsuk ancestry, followed by other First Nations, then members of the general public.*