



# **BRIDGE RIVER INDIAN BAND**

**P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423**

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## **JOB POSTING**

### **SOCIAL DEVELOPMENT COORDINATOR**

Bridge River Indian Band (Xwisten) requires an interim full time Social Development Coordinator for a minimum of six months. On the job training will be available.

The Social Development Coordinator is required to properly supervise and manage the overall Social Development programs including Income Assistance, Adult in Home Care, Child out of Parental Home, National Child Benefit Re-Investment, and Family Violence Prevention.

#### **Duties and Responsibilities include:**

- Deliver the Social Development Program in adherence with the INAC Guidelines, Policies & Procedures including but not limited to Income Assistance (Basic Needs, Special Needs, Child Out of Parental Home), National Child Benefit Re-Investment, Assisted Living (Adult in Home Care) and Family Violence Prevention;
- Support clients in their academic and work initiatives through counseling, encouragement and if possible financial support;
- Maintain a sound working relationship and open lines of communication with all clients, departments, and partnering agencies;
- Exercise discretion and confidentiality in dealing with all matters pertaining to clients;
- Provide monthly reports to the Administrator;
- Provide monthly submissions to the Bridge River Newsletter;
- Ensure all funding requirements are adhered to, including that all reporting deadlines and requirements are met.
- Administering budgets of the Social Development Department including annual budget preparation, monitoring and adjusting budgets, and authorizing all expenses.
- Inform band members of Social Development activities and workshops;
- Writing and Submitting funding proposals that compliment Social Developmental programming;
- Manage and supervise all Adult-In Home Staff (Homemaker(s) and Elders Coordinator).
- Work with other departments to provide opportunities and support to Bridge River Members.
- Maintain training and professional development for skills and knowledge relevant to the position, by approval or request of the Administrator.
- Other relevant duties as assigned by the Administrator.

#### **Education and Experience Requirements:**

- Post Secondary Courses in Social Work or Human Services Work, or equivalent;
- Previous experience providing guidance or counselling;

**Posting Closing Date: Open Until Filled**

**Only those short listed will be contacted**

**Forward Resumes to:**

**Gary Forsyth, Administrator**

**Bridge River Indian Band**

**PO Box 190 Lillooet BC V0K 1V0 Fax: 250-256-7999**