



?ESDILAGH FIRST NATION

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The ? Esdilagh First Nation invites applications from qualified, highly motivated and dynamic individuals to fill the following position:

DEPARTMENT: Social Development Finance Manager Position

TERMS: Part-Time

BAND OFFICE HOURS: As per Experience/Education & Qualification & Budgets

(Incentive: Travel Allowance based on numbers of days in the community)

Position Qualifications:

- Administering the Social Development budgets and income assistance files.
- Ensuring all expenditures are accurate and per the INAC financial policies and procedures.
- Ensuring the completion of all reports to funding agencies.
- Process intake Social Assistance applications
- Maintains confidential files for each client.
- Administers the NCBR program to assist clients in developing skills to enter training or employment
- Administers the Adult Home Care Program in collaboration with the Health Department
- Informing the Band regarding progresses and difficulties encountered by the department.
- Participating in scheduled Program Managers and other related meetings.
- Write and submit proposals funding agencies upon the approval of the Band Administrator
- Prepares and submits regular and special reports to the Band Administrator and Chief and Council as required
- Organizes awareness workshops for community Band members in coordination with the Health and Education departments.
- Networks with Band programs to develop strategies to deal with crisis issues
- Liaises with local RCMP, the health team, probation services and others
- Interprets social welfare legislation to the Band
- Ability to represent and to promote ?Esdilagh First Nation its people and its services.
- A valid driver's license and reliable transportation is necessary

Qualifications:

Bachelor of Social Work and or 3 to 5 years' experience working in First Nation's community

? Esdilagh First Nation thanks all applicants for their interest; however, only those selected for an interview will be contacted. Upon successful interview, a criminal record check must be provided. Deadline for the Job posting is January 31, 2017 to be received no later than 4:30 p.m. Any late submissions WILL NOT be considered.

Submit Cover letter, resume, and references to:

Attention: Chief V. Roy Stump

Email: ariana@esdilagh.onmicrosoft.com or

Fax: 250-747-3920