



Williams Lake Indian Band Job Posting Community Support Worker – Full Time Position

The Community Support Worker position liaises with other service providers to meet community needs and general assistance working toward integrated holistic programs and services.

Duties and Responsibilities

1. Family Support & working with Elders
2. Perform Income Assistance duties when required by supervisor
3. Administration support to the Social Development Manager when needed
4. Networking and supporting individuals
5. Home visits with Elders & clients
6. Family Court upon request
7. Dealing with immediate crisis' and referring clients to appropriate agencies
8. Know resources on and off reserve
9. Being an advocate and supporting the client by assisting them in reaching attainable goals
10. Planning programs for the community
11. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
12. Working with the elders by assisting them in organizing trips, fundraising events, filling out documentation, etc
13. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
14. Participates in various community, council and committee meetings when requested
15. Referring Elders to Community organizations/businesses for assistance
16. Field Trips if funding available
17. Organizing the Elders to work with youth
18. Research funding opportunities and fundraising ideas
19. Develop and submit proposals for ongoing funding
20. Work as part of a team with the Williams Lake Indian Band and Three Corners Health Society
21. Monthly report to supervisor
22. Quarterly report for Boo Mega
23. Attend monthly social development related meetings
24. Organize annual Elders Gathering trip
25. Develop on-going activities/workshops for Elders
26. Other duties as assigned or required

Education & Work Experience:

- Diploma in Social Services or equivalent
- 3 years directly related experience in family &/or community support field

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must have and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements and access to a company vehicle is provided and requires a valid driver's license

Salary: \$14.50 to \$17.83 per hour depending on education and experience

Deadline for submissions is June 9, 2017. Please forward resume with 3 work related references to:

Marg Shelley, Band Administrator
Williams Lake Band
2672 Indian Drive
Williams Lake, BC V2G 5K9
Fax: 250-296-4750 or Email: cynthia.dick@williamslakeband.ca