

Specific Duties

- **Administer the KBIB Social Assistance Program-** facilitate client intakes, assess eligibility, determine benefit rate, process monthly benefits payments, monitor compliance and monthly reporting, oversee client files, annual reporting to the funder.
- Research and coordinate training opportunities and upgrading for members as requested.
- Coordinates training opportunities within the community for youth-internships, apprentices, job shadowing and mentoring.
- Assist employable SA clients with resumes, cover letters, career counselling, interview skills and job search.
- Assists members in accessing Employment Insurance, as applicable.
- Organizes education-related evening activities for adult community learners.
- **Administer the KBIB Post-Secondary Education Program-** Research and coordinate opportunities for Post-secondary education for adults
- Research funding, plan programs and submit funding applications,
- Promote post-secondary education programs and learning opportunities to the Kanaka Bar community, facilitate student applications, assess eligibility, process monthly support payments, monitor compliance and monthly reporting, oversee client files, and annual and/or monthly reporting to the funder(s) as required..

Requirements:

- Bachelor of Education or Social Work (BSW), or experience in a related field is required
- Registered to work in BC;
- Minimum 2 years' experience in community work required;
- Knowledge and understanding of Indigenous Education, Employment and Income Assistance programs would be considered an asset;
- Possess strong computer skills: Outlook, Word, Excel, PowerPoint and Xyntax accounting systems;
- Good verbal and written communication skills;
- Adept at navigating difficult dynamics between personal- professional relationships in the workplace, avoiding conflicts of interest related to potentially working with close family members
- Flexibility is a must to adapt to changing work priorities.
- Valid class 5 driver's license.

Rate of pay- \$24/hr-\$29/hr, depending on candidates' education and experience

To apply, send resume to: programsdirector@kanakabarband.ca