



## Social Development Clerk Employment Opportunity Health Department – Permanent Part Time

The Ditidaht First Nation, is offering a training, developmental and capacity building employment opportunity for the permanent, part time (3 days per week) position of **Social Development Clerk** working under the mentorship and supervision of the Community Service Manager.

The **Social Development Clerk is responsible for** assisting the social assistance program area in data inputting, filing, report preparation, and other office duties. The **Social Development Clerk** has proficient computer skills in Word and Excel and is responsible for developing and preparing a variety of written reports, spreadsheets, and other documentation independently and from written and verbal instructions. The **Social Development Clerk** maintains strict confidentiality and to exercises sound judgment and discretion when dealing with sensitive issues.

### DUTIES AND RESPONSIBILITIES

- Accesses appropriate information, and transfers to proper templates and programs for payments or reporting purposes;
- Inputs various client related data into Excel and forwards manual requests for cheque requisitions to Finance;
- Avoids conflict of interest or potential conflict of interest situations including situations involving direct family members. Discloses or declares conflict ahead of internal and external meetings;
- Assists clients to complete annual client renewal slips; gathered renewal slip by monthly deadlines;
- Utilizes onsite and offsite tools and records to support clients; researches and collects project related information;
- Gathers and analyzes and prepares data for monthly, quarterly and annual reports by stipulated deadline dates;
- Prepares monthly, quarterly and annual reports by stipulated deadline dates;
- Creates and maintains secure files for each member eligible for social assistance including resumes, application and renewal slips, client identification and tax information, tenancy agreement, bank statements;
- Receives, screens, responds to and documents daily inquiries by answering incoming calls, handling in person inquires and routes such inquires to the Community Services Manager and/or resources as required; and receives, responds to/forwards all incoming documents;
- Redirects, collects and manages information appropriately in order to facilitate program communication and public service;
- Drafts letters, spreadsheets, and other documents; photocopying, faxing, and tracking outgoing reports and/or other documents as requested;
- Maintains and updates filing (paper and electronic), mailing systems;
- Receives, screens, responds to and documents daily office phone/in-person inquiries;
- Creates and maintains program related files, records, manuals and other documents as per departmental document management policies and procedures.

Applicants are invited to email their resume and cover letter (including hourly wage rate expectations) to Sanne van Vlerken at [csmanager@ditidaht.ca](mailto:csmanager@ditidaht.ca) no later than 4:00PM on June 17, 2022.

For further information about this position please contact Sanne van Vlerken at 250-745-3331.

Preference will be given to persons of Indigenous ancestry.

*The **Social Development Clerk** is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.*

**Thank you for your interest in this position, only those short listed will be contacted further.**