

Tl'azt'en Nation Employment Opportunity

Position: **Social Development Director Trainee**

Supervisor: **Social Development Director**

Deadline: **July 2, 2010**

Main Duties

- Coordinate home making/ assisted living programs
- Follow direction from the Social Development manager
- Assessing each application and the applicant's circumstances to establish needs and identify available resources and possible alternate means of support
- Assisting employable recipients to seek and secure work
- Maintaining a confidential file on each client which is to include case recordings and copies of all required forms in connection with applications for assistance, correspondence regarding the case and records of all applications for assistance, including amounts and purposes
- Completing report forms for submission to DIAND with copies retained in the Band office
- Recommending to Chief and Council ways and means to alleviate or resolve social problems in the community
- Participating in seminars, workshops and programs to upgrade skills and knowledge relevant to the position
- Follow the guideline of Social Development Policy and Procedures Manual
- Carry out incidental and related duties as per requested and/or required by the immediate supervisor

Education

- Grade Twelve Diploma
- Knowledge of Basic Computer Skills
- Crisis and Conflict Management training
- Knowledge of Tl'azt'en Nation culture and heritage
- Problem solving and job task planning
- Strong oral and written communication skills

All interested parties please send copy of cover letter and updated resume to Human Resources Manager by fax email or drop off at Education Centre in Tache. Fax #250-648-3288, verne.tom@tlazten.bc.ca