



DENISIQI SERVICES SOCIETY
Employment Opportunity

Social Work Assistant / Admin Support (F/T)

Denisiqi Services Society is a growing Delegated Aboriginal Agency delivering innovative, culturally infused child and family services and programs in Williams Lake and in our six member communities of the Tsilhqot'in Nation and Ulkatcho First Nation.

Salary: *Based on Experience and education*

Qualifications / Experience:

- Diploma or certificate in Human Services, Business Administration, or related field preferred but a combination of education and experience may be considered,
- An extensive understanding and knowledge of administrative and office procedures required,
- Must be proficient in Microsoft: Word, Excel, Outlook, Power Point and Publisher, with preference given to individuals with ICM and MIS experience,
- Understanding of child welfare system, basic court procedures and the Child Family and Community Services Act, AOPSI and relevant legislations,
- Strong analytical skills, creativity, and flexibility, attention to detail, and deadline-oriented,
- Time-management and effective communication skills both oral and written,
- Effectively manage information: dissemination and organizational,
- Understanding of child welfare system, basic court procedures and the Child Family and Community Services Act, AOPSI and relevant legislations,
- Extreme discretion and understanding of confidentiality and information privacy.

Valid class 5 Driver's License and satisfactory Criminal Record Screening required.

Responsibilities:

Social worker assistants provide case management assistance to social workers. Gather information, interview community collaterals, locate resources for clients, and complete required documentation.

Provide administrative support in office including records management, filing, purchasing, entering notes, and tracking. Assist with Care Plan creation, referrals, and client support as needed.

Manage information, write letters, track, and collect data, create charts and graphs, design presentations, and develop work plans for the agency and program areas. Help plan and organize events, work with service providers, coordinate logistics, and create print materials,

Assist with intake and creation of files for program areas, file maintenance, and cover reception as needed, and any other administrative requirements.

Please submit Cover Letter with Resume and References to: **Open till Filled**

Christa Smith, Executive Director
Denisiqi Services Society
240B North Mackenzie Avenue
Williams Lake, BC V2G 1N6
Fax: (250) 392-6501 E-mail: christa@denisiqi.org

Note: Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.