



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.

The Opportunity:

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

The position will provide administrative support in the office including records management, filing, purchasing, entering notes, and tracking. Assist with Care Plan creation, referrals, and client support as needed. Duties will also include managing information, writing letters, tracking, and collecting data, creating charts and graphs, and developing work plans for the agency and program areas. Other duties are helping to plan and organize events, work with service providers, coordinate logistics, and create print materials, as well as any other administrative requirements.

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.
- Ability to work with clients and families in crisis is necessary.

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

Salary: \$28.91

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

E-mail: christa@denisiqi.org
Fax: (250) 392-6501

Note: Pursuant to Section 41 of the BC Human Rights Code, preference will be given to applicants with First Nations ancestry. Only those selected for interviews will be contacted.