



**Exciting Career Opportunity
Social Development Manager
Extended Closing Date: **May 20, 2021****

General Description:

Under the direction of the Director of Administration, this position is responsible for overseeing the day-to-day operations of the Social Department and its Health and Welfare service management program in response to the needs of the community. Responsibilities include implementing and overseeing the social policy, social database program and electronic/manual record systems. This position also approves program eligibility, prioritizes client needs, monitors budgets and monitors recipient cases.

Supervises: Social Department Staff and special needs/home care (Health Services) division.

Responsibilities:

- Oversee and implement the Social Department's pilot project that includes overseeing field test outcomes to adjust policies and governance as well as establishing processes and new social program rollout.
- Overseeing the intake of client information being entered into client information database program.
- Oversee caseworker workloads as well as authorize all client payments.
- Analyze and assess health and welfare needs of the community to ensure ongoing fair and equitable service provisions that are within budget allocations.
- Prepare and maintain recipient files (electronic and/or hard copy) and summaries for report submission as required by the Contribution Agreement and as directed by the Director of Administration.
- Monitor/Control all recipient claims to ensure that they continue to meet eligibility and are adjusted accordingly.
- For the services received, monitor, and control the Health Services division efforts and budget expenditures.
- Recommend changes to procedures that will improve department operations.
- Work closely with the Health Department's home care program and home care staffing requirements.
- Work collaboratively with the Native Employment Office to support client's transition to the workforce.
- Provide management control and direction to ensure continued efficient operations.
- Participate in ongoing training and meetings (pilot project steering committee).
- Other related duties as assigned by the supervisors such as submitting reports, attending meetings, participating, and responding to various related enquiries.

Qualifications and Education:

- Post-secondary education in a related field, such as counselling or social work, along with at least 3 year's related experience that includes supervisory responsibilities.
- An equivalent combination of related experience and training will be given consideration.
- Familiarity with community needs, prevailing social conditions, and relevant programs and/or agencies related to social welfare development.
- Knowledge of Health Services Division of social operations including program terms and conditions and reporting responsibilities. Knowledge of recipient file background.



- Application of adherence to strict client confidentiality.
- Experience in establishing and maintaining good recipient relations, departmental management, cash flow projections and budget program reporting.
- Skills in understanding, selecting, developing, motivating, and communicating with people internally (staff) and with the general public (clients).
- Ability to communicate effectively with Senior Management, staff, recipients, community, and Band members. Establish and maintain good relations with various other agencies. Application and enforcement of strict recipient confidentiality. Communication of empathy and maintenance of impartiality.
- Ability to work with various levels of governments, First Nations Communities.
- Proficient in MS Office Suite with ability to learn new software and database programs.
- Knowledge of Indigenous and/or Mi'kmaq culture and community.
- Must have a valid driver's license & reliable vehicle with automobile insurance
- A satisfactory criminal records check is required.

Working Conditions:

- Must be able to work with a variety of demographic and confrontational situations.
- Uses a computer 50% of the time.
- Unpredictable workload and with deadlines to meet client demand/emergencies.

Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

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*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***