



Exciting Career Opportunity
Social Development Administrator (SDA)
Closing Date: August 5, 2021

General Description:

Under the Direction of the Social Development Manager the Social Development Administrator is responsible for providing effective Health and Welfare services in response to the needs of the community. Responsibilities involve determining program eligibility, prioritizing needs and monitoring recipient cases. The SDA will keep files up to date and inform the manager of any changes to program and clients.

Responsibilities:

- Analyze and assess health and welfare needs of clients and maintain up to date file notes to ensure ongoing fair and equitable service provision. Services are accountable to be provided within budget allocation.
- Prepare and maintain recipient files and summaries for report submission as required by the Contribution Agreement and as directed by the Social Development Manager.
- Monitor/Control recipient claims to ensure that they continue to meet eligibility or are adjusted accordingly.
- For the services received. Monitor and control the Health Services division efforts and budget expenditure.
- Recommend changes to procedures that will improve department operations to the Supervisor(s).
- Provide client case management control and direction to ensure continued efficient operations.
- Abide by and follow related policies and procedures such as Social Policies.
- Participate in pilot project for Social Department, that includes attending meetings and workshops.
- Participate in Capacity Development as needed.
- Keep up to date on regulations and changes in the field.
- Maintain good relationships with various other agencies.
- Other related duties as determined by Supervisor(s).

Qualifications:

- Grade 12 with willingness to take ongoing training with at least 2 years' experience dealing with customers and/or clients.
- An equivalent combination of experience and education will be considered.
- Familiarity with community needs, prevailing social conditions and relevant programs and/or agencies related to social welfare development.
- Knowledge of, or ability to learn, about the Health Services Division operations including program terms and conditions and reporting responsibilities.
- Application of adherence to strict client confidentiality.
- Skills in understanding, selecting, developing motivating and communicating with people internally (staff) and with general public (customers)
- Ability to communicate effectively with clients and Band Staff.

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 1W0

Tel: 902.758.2049
Fax: 902.758.2017



- Ability to communicate with empathy and remain unbiased/non-judgmental.
- Proficiency using Microsoft Office Suite.
- Time management and organizational skills
- Must have access to a reliable vehicle and valid Nova Scotia Driver's License
- A criminal records check is required. Having a criminal record is not a determinate factor

Working Conditions

- Normal work week is 35 hours/week, 7 hours/day
- Work is completed in a comfortable office environment, with a fair amount of time spent sitting at a desk and computer and meeting with clients.
- Require high degree of concentration and attention to detail
- Pressure to meet tight deadlines

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, vulnerable and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

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*We are an equal opportunity employer; however, qualified Aboriginal 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 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.***