EMPLOYMENT OPPORTUNITY

SOCIAL DEVELOPMENT ADMINISTRATOR

POSITION TITLE	Social Development Administrator
DEPARTMENT	Administration
SALARY	Salary is dependant on qualifications and experience
TERM	Permanent/Full-Time/40 Hours Per Week
LOCATION	Works with all communities and locations: Hammonds Plains, Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Gold River, and Gardener's Mill
ESTIMATED START DATE	January 2027

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Social Development Administrator, reporting to the Executive Director, responsible for the administration, operation and program support within the Social Assistance Program of Wasoqopa'q First Nation, providing a client centered, trauma informed, culturally appropriate service approach in accordance with the Social Development Guidelines of Indigenous Services Canada, WFN policies and procedures and applicable legislative standards that promotes overall social and well-being of WFN members.

ESSENTIAL FUNCTIONS AND DUTIES

ADMINISTRATION

- Lead the administration and coordination of the Social Assistance Program and services
- Supervise the Social Case Manager, providing advice, guidance and direction for case management and programs and services for clients
- Conduct client interviews to assess need and determine eligibility to programs and services, assisting clients, as needed to complete application forms
- Explain client's obligations and entitlements and the right to appeal discontinued or reduced benefits
- Establish and maintain, with the client, all necessary documents for social assistance, verifying



the accuracy of information and conducts home visits, as required
- Receive, review and process social assistance applications, renewals and supporting documentation for eligibility and accuracy in accordance with the Social Development Guidelines
- Review and determine client's eligibility for special needs and or emergency assistance requests
- Establish and maintain complete, and accurate client files, in accordance with WFN policies and procedures for records management
- Maintain an organized filing and records management system
- Prepare and provide application packages, forms, notices and other documentation for WFN members and or clients
- Maintain record of ongoing client eligibility, benefit periods, program participation and all necessary documentation

CLIENT SERVICES AND COMMUNITY SUPPORT
- Main point of contact for WFN members accessing Social Development Program services
- Respond to general inquiries regarding eligibility, applications, benefits, programs and or available resources
- Liaise with various community and government agencies and keep updated on available resources for WFN members and clients, providing referrals as required
- Assist clients in seeking all other sources of income such as Employment Insurance, Old Age Security, Guaranteed Income Supplement, Canada Pension, as applicable
- Assist WFN members in completing applications and gathering required documentation
- Maintain confidentiality and professional boundaries in working with WFN members, clients and families

FINANCIAL AND RECORDS MANAGEMENT
- Calculate and administer social assistance payments on a bi-weekly basis, within the timeline (posted 3 business days before payments are due) and the available budget to ensure clients' needs are being met and eligibility status remains valid
- Complete and submit quarterly and yearly reports to the WFN Chief Financial Officer, for submission to Indigenous Services Canada, as required
- Ensure all payments are made to appropriate vendors before quarterly reports can be closed off and submitted
- Balance and maintain the Social Development Program budget including tracking expenditures and balancing invoices and payments

- Participate on committees and special projects, as needed
- Consult with the Band Manager, when needed
- Ensures Privacy Laws and Confidentiality policies are followed
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary procedures, as required
- Working in a team environment, other duties, training and activities as required

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QUALIFICATIONS
- Degree, Diploma or Certificate in social work, human services, social sciences or related field from a recognized post-secondary institution
- Minimum of 2-3 years of administrative experience, preferably in social services, social assistance, First Nation administration or community-based programming



- Proficiency in accounting software and Microsoft Office applications
- Knowledge and previous working experience in a Mi'kmaw community
- Knowledge of social development programs and services available to Mi'kmaw communities
- Ability to speak the Mi'kmaw language is considered an asset
- Criminal Record Check and Child Abuse Registry Check required upon hiring
- Valid Driver's License and reliable vehicle is required

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Ability to establish and maintain effective working relationships with internal /external contacts
- Strong multitasking skills, ability to meet deadlines
- Exceptional conflict resolution and problem-solving skills, ability to solve unique situations and problems while keeping positive professional attitude
- Excellent organization and time management skills
- Demonstrated keen listening and observational ability
- Strong decision-making abilities
- Good interpersonal skills
- Excellent oral and written communication skills
- Detail and task oriented
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion
- Demonstrated adherence to integrity, confidentiality, and sincerity, commitment to maintain standards of conduct and sound work ethic

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WORKING CONDITIONS

- Hours of work are expected to occur during regular office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday, inclusive
- Travel is required to attend meetings, conferences, information sessions, and on-site visits to communities
- Travel may be required to attend meetings and on-site visits to properties, conferences, information sessions etc. and this may require driving for significant periods of time
- Occasionally, travel and meetings may fall outside of the regular working hours
- A valid driver's license is required, as is access to a vehicle
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work with office equipment and computer can occur
- Spending long hours sitting and using office equipment, computers and attending meetings can occur
- Occasionally, it is required to lift, carry, and manage equipment and supplies up to 20 lb

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote #SOCIALDEVELOPMENTADMINISTRATOR on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.



In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: DECEMBER 8, 2026

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.