



Little Shuswap Lake Band Job Posting

Department: Social Development

Position: Band Social Development Worker

The Organization:

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsin, the traditional language. LSLB has a unique vision and drive, the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Wellness, which covers health and wellness services.

Administration, which covers programs and services for Band members, Territorial Stewardship, which addresses title and rights issues and external government-government relations: and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Opportunity - A Day in the life of the Band Social Development Worker:

Under the direction of the Social Development Manager, the Band Social Development Worker (BSDW) acts on behalf of the Little Shuswap Lake Band as the Administering Authority responsible for administering the social development policy and procedures for the income assistance program as per Indigenous Services Canada (ISC).



The role requires empathy, problem solving, and interpersonal skills. Knowledge of Indigenous history, culture, language, and traditions is an asset.

Requirements - What you bring to the organization:

- Experience in Social Development an asset
- Experience in financial systems an asset
- Knowledge of First Nations Health Authority (FNHA) Medical Travel program and funding
- Excellent oral and written communication skills
- Strong organizational skills including understanding and applying complex policies and managing reporting requirements
- Empathy, problem solving and interpersonal skills
- Understanding of conflict management and conflict resolution
- High standard of ethics and professionalism
- Experience in handling sensitive and confidential information and matters in a trusted and respectful manner
- Computer Literacy - Knowledge of MS Office programs (Word, Excel, PowerPoint, Publisher)
- Adhere strictly to Little Shuswap Lake/Skwilax Wellness Oath of Confidentiality
- Full vaccination against COVID-19 is mandatory for this position and operation (LSLB will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to human rights protected ground)
- Valid Class 5 Drivers License
- Criminal Record Check



Specific Duties and Responsibilities:

- Process social assistance applications and determine eligibility.
- Issue social assistance to eligible applicants based on policies set out in the ISC Social Development Policy and Procedure Manual.
- Maintain an up to date, confidential file on each applicant to include all required documentation.
- Prepare and submit reports required by Indigenous Services Canada (ISC) and Little Shuswap Lake Band Administration as required
- Determine eligibility for disability designation and assists clients with the application process.
- Refer employable applicants to resources for enhancing employability and securing employment.
- Liaison with ISC, LSLB departments and other agencies
- Assist with administering FNHA medical travel funds
- Assist Social Development Manager with social development programs, activities, and events.
- Other related duties as required

What we will provide:

- Part-time, permanent role (28 hours/week)
- Growth opportunities
- Competitive compensation package



Application Deadline:

Until position is filled

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@lslb.ca

Fax: 250-679-3220

In Person: Little Shuswap Lake Band Office

1886 Little Shuswap Lake Road

Chase, BC

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