

Poundmaker Cree Nation

# EMPLOYMENT OPPORTUNITY

## Income Assistance Clerk

Location – Poundmaker Cree Nation, Saskatchewan

**Permanent Full-Time**

Monday – Friday: 8:30 AM – 4:30 pm

### **Description: Income Assistance Program Purpose**

“The purpose of the IA Program is to provide financial assistance to any eligible individual or family unit who resides on-reserve and can clearly demonstrate he/she is unable to meet his/her needs for food, shelter, personal and other items essential to his/her health and well-being.”  
(Indigenous & Northern Affairs Canada)

### **Qualifications:** The successful candidate will possess:

- An enrolled member of Poundmaker Cree Nation
- Grade 12 or equivalent (GED) c, valid Driver's License, pass CPIC
- Training in, or demonstrated working knowledge of, computers and software, basic math skills
- Must be confidential and professional
- Ability to pay precise attention to detail
- Excellent communication and interpersonal skills in dealing with the public, employers, and staff
- Good organizational skills
- Responsive, reliable, and committed to serving the public in program delivery
- Ability to speak Cree would be an asset
- Posses knowledge of the Indigenous and Northern Affairs Canada Income Assistance policy manual would be an asset.
- The successful candidate will be required to submit a **CPIC**.

### **Responsibilities:**

- Gather client information related to social assistance and employment and training supports
- Work collaboratively with the SA Manager, Administrator and other program manager's in client case management
- Assist and take direction from the Income Assistance Director
- Collect and input data and generate reports to ISC and funding agencies
- Maintain client and program files
- The successful candidate will report to the Director of Income Assistance
- Adhere to policy and meeting deadlines

Send resume via email at [crystalb@poundmakercn.ca](mailto:crystalb@poundmakercn.ca) or [patricia@poundmakercn.ca](mailto:patricia@poundmakercn.ca) or by mail to: **Poundmaker Cree Nation – Income Assistance, P.O. Box 610, Cut Knife, Sask. S0M 0N0**

Fax: 306-398-0016

Deadline for Applications: **September 18, 2018.**