

Sample Job Description for Band Social Development Worker

Introduction

A band social development worker is an employee of an Indian band, or association of bands, who has been assigned responsibility for administering the Social Development Program.

The band social development worker is responsible for performing the duties and responsibilities assigned to an administering authority in the *Social Development Policy and Procedures Manual*. Those duties and responsibilities include not only eligibility-testing for income assistance and the payment of allowances, but may include a wide range of activities of a social and economic development nature.

It is important that the chief and council, and employees have a clear understanding of the specific duties that fall to the social development worker. A sample job description is provided in this section for that purpose.

The job description need not be adopted as presented in the sample form. The chief and council may amend it as they consider necessary to suit the needs of their particular program, or they may choose to develop and utilize a different job description.

Whatever form the employee's job description takes, it must incorporate those duties that fall to every band administering authority which are listed in the sample job description.

Job Description for Band Social Development Worker

Under the supervision of the chief and council, social development committee, or band manager, the band social development worker:

- administers a Social Development Program
- administers home support and adult care programs
- assists in the development of community resources, capacities, and services

- establishes and maintains sound working relationships with other band staff, departmental staff, and representatives of other departments and agencies

The band social development worker is knowledgeable and current regarding all income assistance policy and procedures.

Duties

The band social development worker administers a Social Development Program by:

- taking income assistance applications from applicants, together with supplementary documentation such as job separation slips, fish-sale receipts, health-status certificates, bank account statements, and other forms and statements as required
- assessing each application and the applicant's circumstances to establish needs, and identify available resources and possible alternative means of support
- completing budget and decision sheets to determine eligibility for income assistance on the basis of identified needs and resources
- issuing assistance, at rates set out in the *Social Development Policy and Procedures Manual*, to applicants who meet eligibility requirements contained in the manual and its amendments, and in supplementary directives
- assisting employable recipients to seek and secure work
- encouraging and facilitating the enrollment of recipients in training or educational programs that will enhance employability
- interpreting policy and procedures to clients for their better understanding of the purposes, services, and requirements of the program, including the clients' obligation to report income and changes in their circumstances, and to accept work, or to undertake training when available
- explaining to applicants the right to appeal, where disagreement exists, and the procedure to be followed in exercising this right
- maintaining a confidential file on each client which is to include case recordings and copies of all required forms in connection with applications for assistance, correspondence regarding the case, and records of all disbursements of funds, including amounts and purposes
- completing report forms for submission to the Department of Indian Affairs and Northern Development (DIAND) with copies retained in the band office

The band social development worker administers home support and adult care programs by:

- evaluating applications for home support services, and arranging for provision of services to eligible applicants under the provisions of the *Social Development Policy and Procedures Manual*
- referring persons requiring special rehabilitative or off-reserve placement services to other agencies as appropriate

The band social development worker assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and the community as a whole by:

- recommending to the chief and council, ways and means to alleviate or resolve social problems in the community
- organizing and participating in committees and task groups working towards the alleviation or resolution of social problems
- attending and participating in council meetings at the request of the chief and council
- assisting in the preparation of documentation for the work opportunity program and aboriginal income assistance recipient employment training initiatives, and assisting in the administration of approved projects as requested by the chief and council
- participating in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position

The band social development worker establishes and maintains sound working relationships with other band staff, departmental staff, and representatives of other departments and agencies such as **Human Resource and Skills Development Canada**, **Health Canada**, provincial **Ministry of Housing and Social Development**, Medical Services Branch, and mental health organizations.