JOB POSTING: YELLOW QUILL FIRST NATION

**Title: Income Assistance Administrator Assistant**

**Status: Term Full-Time**

**Reporting to: Income Assistance Administrator and Director of Operations**

**Wage/Salary: Dependent on Experience**

***Closing Date: August 11, 2022***

**Position Summary**

Yellow Quill First Nation is seeking an enthusiastic, highly motivated individual to assist the Income Assistance Administrator. YQFN Income Assistance Administrator Assistant will report directly to the Income Assistance Administrator.

**Position Responsibilities**

* Be at work ready, prompt, and able to work independently
* Always maintain strict confidentiality
* Email reports
* Be compassionate and respectful of all clients
* To assist clients for financial need according to the income assistance program policies
* To follow Income Assistance policies
* Maintain proper filing system
* Submit monthly reporting to funding service officer
* Submit approval for basic and special needs
* Issue referrals to other social services programs
* Arrange special couriers, mailing and faxes as required
* Demonstrates eagerness to learn Income Assistance program
* Able to prioritize time-sensitive tasks and take direction from team members,
* Good writing skills for letters and e-mails,
* Ability to work well in a team where responsibilities and tasks often overlap,
* Able to multi-task and be flexible to change,
* Strong attention to detail is crucial.
* Good people skills and positive outlook
* Professional integrity and the ability to maintain confidentiality is essential
* Adhere to the YQFN Human Resource policy, Social Media policy

**Qualifications:**

* High school diploma or GED equivalent
* Knowledge of community and band office programs available
* Strong computer literacy, including word processing, Windows environment, and database systems
* Professional and reliable,
* Valid Driver’s License would be a desired asset.
* Successful Criminal Record Check (Vulnerable Sector)

Please submit a cover letter and your resume no later than **4:30 p.m. on August 11, 2022, to:**

**Erin Poochay**

**email: yqfnhumanresources@outlook.com**

P.O. Box 40, Yellow Quill, SK, S0A 3A0 OR fax (306) 322-2304

***Thank you for your interest; however, only those candidates selected for an interview will be contacted***