



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title:	Third Party Administration Worker – Permanent (28 hours a week)
Department:	Adult Residential Services
Reports To:	Ketso Yoh Coordinator
Closing Date:	August 23, 2017 @ Noon

SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking a Third Party Administration Worker in Adult Residential Services; work with a maximum of thirty (30) clients per month to improve personal management skills. Provide support to clients and liaise with the Ministry of Social Development and Poverty Reduction (MSDPR) scheduled Tuesday through Friday 9:00am to 4:00pm, Assist clients to understand *Income Assistance and Assistance for Persons with Disabilities* legislative, policy and procedural requirements, Receive benefit cheques from MSDPR and release cheques to clients upon reviewing and/or receiving required documents; and keep written records required by MSDPR.

QUALIFICATIONS

- Grade 12
- First Aid, Non-Violent Crisis Intervention, Suicide Intervention
- Valid Driver's License (Class 4 preferred);
- Basic computer skills and excellent verbal and written communication skills
- Proven ability to work with high risk clientele
- Knowledge of the Aboriginal Culture; and
- Clear criminal record.

DUTIES

The range of duties is varied, but at a minimum will include:

- Provide support to a maximum of thirty (30) clients per month;
- Be available to deliver services twenty-eight (28) hours per week;
- Receive referrals from MSDPR, develop and submit an action plan within sixty (60) days of referral;
- Provide Monthly client reports/activity log to Program Coordinator by the 5th of each month;
- Provide roll-up summary to the Program Coordinator by the 5th of each month;
- Meet with MSDPR supervisor after six (6) months to review transitions back to MSDPR office;
- Assist clients with filling out forms, making applications and requesting financial support;
- Provide information on community services available to assist clients with action plans;
- Review and update action plans monthly and submit to Program Coordinator by the 5th of each month;
- Advise MSDPR when client is ready to begin re-integration back to their office and continue services during the three month trial period to support the client's re-integration; and,
- Ensure all client files are opened, organized, close and return inactive files as per guidelines.

Reporting:

- Advise MSDPR of any changes in client information that may affect eligibility;
- Any changes to the individual client action plans are to be documented on the monthly report which is forwarded to the Program Coordinator by the 5th day of each month;
- Clearly document all cheques released to the client and return any cheques that have not been issued at the end of each month; and
- Monthly roll-up summaries and client data tracking reporting.
- Other duties, as required.

To apply, send a cover letter, resume and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax#: 250- 563-0924
E-mail: employment@pgnfc.com**

Applications will be accepted until Noon on August 23, 2017

No telephone inquiries please.

We thank all applicants; however only those selected for interviews will be contacted.