



NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES IS RECRUITING!
Social Work Assistant - Full-Time (35hrs), Permanent Fort St. James

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. We recognize that Nezul Be Hunuyeh head office is located on the shores of Nak'al Bun (Stuart Lake) on the Nak'azdli Territorial lands of the Dakelh peoples. Our Agency offers inclusivity, opportunities for growth, and opportunities for Cultural learning.

We are offering an opportunity to become part of the Nezul Be Hunuyeh team as a Social Work Assistant. Under the supervision of the Child and Family Services (CFS) Manager, the Social Work Assistant will work out of the Fort St. James Head office to serve Members of our member communities.

Key Areas of Responsibility

- Provide administrative assistance to the Child and Family Services Team
- Ensure physical and electronic child service and family service files are updated as per *CFCSA* and *AOPSI* Standards.
- Assist in completing court forms, referrals, and other forms as required by the Child & Family Services Team
- Provide support to youth receiving services through Youth Agreements and Independent Living Agreements as outlined by the Child and Family Services Manager
- Assist in organizing and coordinating visits between children in care and their families
- Coordinate meetings between community partners and the Child and Family Services Team to ensure the needs of children and families are met
- Assist in facilitating family and youth groups
- Provide transportation as needed
- Participate in Nezul Be Hunuyeh staff meetings, events and activities as directed
- Maintain documentation reflecting daily activities, work plan implementation, and required reporting

The Successful applicant will:

- Possess a social work diploma or equivalent. Equivalent/relevant work experience may be considered.
- Have experience working with ICM/MIS and Best Practices
- Be proficient in Microsoft Office Software and computers
- Demonstrate strong written and interpersonal communication skills and problem-solving abilities
- Demonstrate the ability to work successfully both as a member of the Nezul Be Hunuyeh team as well as independently
- Have knowledge of Dakelh Culture and the communities served by Nezul Be Hunuyeh

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.
Indigenous ancestry is an asset

Please submit resume and cover letter to:

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES
PO BOX 1180 - 700 STUART DRIVE WEST
FORT ST. JAMES, BC, V0J 1P0
TEL: 250.996.6806 FAX: 250.996.6977
EMAIL: [hiring@nbh.ca](mailto: hiring@nbh.ca)

Closing Date: January 26, 2023, at 4:00pm