



NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES IS HIRING!!!

Social Work Assistant

Full Time (35hrs.), Term Position (15 months)

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 Prince George Satellite office to serve our Members of the 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, providing 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

Competitive Compensation and Benefits Package (\$31.37 to \$35.49 hourly)

Applicants must agree to a Criminal Record Check and have a valid Class 5 Driver's license
Indigenous ancestry will be an asset

PLEASE SUBMIT RESUME AND COVER LETTER TO:

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES
P.O. BOX 1180 - 700 STUART DRIVE WEST
Fort St James BC V0J 1P0

Telephone: 250-996-6806 Fax: 250-996-6977

Email: hiring@nbh.ca

Closing date: December 1, 2023 at 4:00 pm

We thank all applicants for applying in advance but only those selected for an interview will be contacted