



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

P.O. BOX 1180 - 700 STUART DRIVE WEST, FORT ST JAMES, BC V0J 1P0

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

Social Work Assistant – Fort St. James, British Columbia **Permanent Full-Time (35hrs – 5 days/wk.)**

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. Under the supervision of the Manager of Family Services, the Social Work Assistant will provide voluntary and delegated administrative assistance to the Child & Family Services Team. This position will be based out of the Fort St. James location, assisting with service delivery to the members of the communities served by Nezul Be Hunuyeh. A full job description is available upon request.

Key Areas of Responsibility

- ✦ Ensure physical and electronic client 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 Family Services Manager
- ✦ Assist in organizing and coordinating visits between children in care and their families
- ✦ Coordinate meetings between community partners and the Child & Family Services team as required
- ✦ Assist in facilitating family and youth groups
- ✦ Provide transportation as needed
- ✦ Participate in reporting and maintaining documentation in accordance with policy
- ✦ Participate in Nezul Be Hunuyeh staff meetings, events, and activities as directed

Preferred Qualifications

- ✦ Able to work independently and collaboratively building effective interpersonal relationships
- ✦ Reflect and interpret the Agency Vision, Mission, and Core Values in their work with enthusiasm and commitment
- ✦ Strong analytical, assessment skills, and problem-solving skills
- ✦ Proficient in the use of Microsoft Office and computers
- ✦ Demonstrated strong written and interpersonal communication skills
- ✦ Experience working with MIS, ICM, and Best Practices
- ✦ Knowledge of Dakelh Culture and the communities served by Nezul Be Hunuyeh
- ✦ Possess a social work diploma or equivalent; Relevant work experience may be considered

Applicant must agree to a Criminal Record Check

Applicant must possess a valid Class 5 Driver's License

Modified workdays/hours may be required

Indigenous ancestry is an asset.

Competitive Compensation will be Based on Education &/or Experience

Competitive Benefits Package

(\$26.07 – \$35.11 hourly)

SUBMIT RESUME AND COVER LETTER BY EMAIL

WITH THE FOLLOWING SUBJECT LINE: Social Work Assistant – Fort St. James

Email: hiring@nbh.ca

CLOSING DATE: JANUARY 10, 2025, AT 4:00 PM

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