** Kingsclear First Nation**

**77 French Village Road**

**Kingsclear First Nation, NB**

**E3E-1K3**

**Tel: (506) 363-3028**

**Fax: (506) 363-4324**

[www.kingsclear.ca](http://www.kingsclear.ca)

**Job Posting**

**Position Title:** Social Development Director

**Location:** Kingsclear First Nation, NB

**Purpose**

Kingsclear First Nation is seeking highly motivated individual to provide guidance and support to community residents within the social department.

**Duties and Responsibilities**

* Administer and oversee the Social Development Program on the reserve, in accordance with the regulations as set out by Indigenous and Northern Affairs Canada (INAC)
* Be knowledgeable regarding Social Development programs, regulations and requirements both on reserve and in the province
* Receive and review applications for assistance
* Ability to liaise between internal and external departments to ensure clients are receiving services
* Ability to do home visits when needed
* Oversee and manage Assisted Living program
* Ensure reports are submitted on a timely manner
* Maintain and secure proper client filing system for case management
* Meeting with external partners

**Qualifications/Requirements**

* High school diploma or equivalent and some Post-Secondary training
* Proficient to excellent computer skills and various software’s
* Management and office administration experience is an asset
* Strong communication skills, organization skills, time management
* Strong understanding in First Nations culture will also be considered an asset
* Valid Drivers License
* Current Criminal Record Check

To apply for the position, please include a cover letter, updated resume and two references by **4:30 p.m (Atlantic Standard Time) on Thursday August 9, 2018** to the attention of Megan Ginnish at the Band Office or email [meganginnish@kingsclear.ca](mailto:shellysabattis@kingsclear.ca)