

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

### Social Services Assistant

### Social Development

The Lytton First Nation (LFN) is seeking a Social Services Assistant for the Social Development department. Reporting to the Social Development Manager, the Social Services Assistant is responsible for the assessment and processing of financial aid for LFN members and providing secretarial and general administrative support to the Social Development Manager.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities in accordance with LFN policies, regulations, and procedures, as directed by the Social Development Manager
- Attend meetings as directed by the manager
- Conduct and assess members of their financial needs Prepare cheques for accounts payable
- Process and recommend allocations of financial in accordance with Social Development policies and procedures
- Assist Lytton First Nation Members to achieve social and economic independence
- Prepare and issue cheque disbursements for Social Development clients as approved
- Prepare regular or other reports as directed by the manager
- Initiates, maintain, and close client files
- Prepare correspondence, answer the phone, do photocopies, and provide reception relief
- Assist in publishing of the Newsletter
- Assist in the development of communication material, including: posters, cards and public notices
- Assist in coordination fundraising activities
- Perform other duties and responsibilities as directed by the manager
- Other duties as assigned

#### JOB SKILLS, EXPERIENCE and other requirements

- High School Diploma or GED



PO Box 20  
Lytton, BC  
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EMAIL [crystal.prince@lfn.band](mailto:crystal.prince@lfn.band)  
WEBSITE [www.lfn.band](http://www.lfn.band)

- Good working knowledge of computer hardware, software, Microsoft Word, Excel and Simply Accounting
- Have experience/knowledge in bookkeeping/accounting
- Must be able to multi-task effectively under pressure while maintaining a high level of accuracy in completing tasks
- Work independently, and as a team player
- Be organized and keep the filing system up to date
- Knowledge of Aboriginal culture in general and Nlaka'pamux culture and history .
- Provide a current criminal record check
- Willingness to maintain current professional knowledge and upgrade skills relevant to the role of Finance Assistant by participating in professional development programs
- Valid driver's licence and access to a reliable vehicle

**Deadline: Open Until Filled**

**Apply with cover letter, resume, and 3 current references to:**

**Email: [jobs@lfn.band](mailto:jobs@lfn.band)**

**Attention: Human Resources**



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