



Yale First Nation

Job Title: Community Social Work Assistant
Location: Yale First Nation Office, Hope, BC
Employment Type: Full-Time
Reports To: Community Social Worker Assistant

About Yale First Nation:

Yale First Nation is dedicated to improving the quality of life for its members by providing various programs and services. Our community is rooted in the values of family, culture, and mutual support. We are seeking a compassionate and organized Community Social Work Assistant to join our team and support our efforts in delivering effective social services to our members.

Position Summary:

The Community Social Work Assistant will support the Community Social Worker in providing social services to Yale First Nation members. The assistant will help manage client cases, coordinate with other service providers, and assist in the development and delivery of programs that promote the well-being of our community members.

Key Responsibilities:

- Assist the Community Social Worker in managing client caseloads, including maintaining client files, scheduling appointments, and conducting follow-ups.
- Provide support to individuals and families by connecting them with resources, information, and referrals to appropriate services.
- Help organize and facilitate community programs, workshops, and events that promote health, wellness, and social support.
- Spend 80% of your time at our community centers, actively engaging with members who live in the community to build strong, trusting relationships.
- Make efforts to connect with off-reserve members, ensuring all community members feel supported and included in wellness initiatives.
- Assist in developing outreach strategies to engage community members, including those living off-reserve.
- Coordinate with other departments, such as health, education, and housing, to ensure a holistic approach to supporting clients.
- Prepare and distribute communication materials, such as flyers and newsletters, to inform community members of available services and events.
- Maintain confidentiality and professionalism when handling sensitive information.
- Perform administrative duties, including data entry, report preparation, and other tasks as assigned.

Phone:

P : 604 869 0013

F : 604 869 0053

Address:

P.O. Box 1869

Hope, BC

VOX 1L0



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Qualifications:

- Certificate or Diploma in Social Work, Human Services, or a related field (or equivalent work experience).
- Previous experience working in a social services setting or with Indigenous communities is an asset.
- Strong organizational and administrative skills with the ability to manage multiple tasks.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Understanding of Indigenous culture, traditions, and social issues is highly desirable.
- Valid driver's license and access to a reliable vehicle are preferred.

Why Join Us?

- Opportunity to make a meaningful impact in the community.
- Supportive work environment that values collaboration and professional growth.
- Competitive salary
- Opportunities for professional development and training.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to Jpeters@yalefirstnation.ca by until filed. Please include "Community Social Work Assistant Application" in the subject line.

Yale First Nation is committed to diversity, inclusion, and employment equity. We encourage all qualified candidates, especially Indigenous peoples, to apply.

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