

Position: Person with Disabilities (PWD) Benefit Adjudicator / Support Worker

***In order to be considered for this position you must attach a cover letter with your resume outlining your interest and how you meet the requirements of the position.**

The BCANDS PWD Support Position works in partnership and collaborates with the PWD Adjudicator, other BCANDS personnel, Band Social Development Workers (BSDW), Indigenous Services Canada, clients and other relevant service providers and stakeholders (both within and external of First Nation communities) to ensure comprehensive, timely and quality BCANDS disability related services for the Society's clients and communities, through the PWD program.

The BCANDS PWD Benefit Adjudicator / Support Worker's main responsibilities will include, but are not limited to:

- sending and receiving of PWD / MNS applications and program related correspondence;
- filing of client and program related materials both in hard copy and electronically;
 - client file searches;
 - working successfully with a variety of stakeholders including: clients, bands social development programs, ISC, Ministry of Social Development and Poverty Reduction (MSDPR), medical and other health related personnel, etc.
- replying to email and telephone requests / inquiries;
- maintaining program statistical information;
- reporting on program related matters, verbally, in written format and through presentations (as required);
- adjudicate PWD applications
- required to assist in various aspects of the PWD / MNS Adjudication processes.

RELEVANT KNOWLEDGE

The PWD Program Benefit Adjudicator / Support Worker will possess, maintain and acquire knowledge as necessary, as it relates to the PWD / MNS programs in sufficient depth and detail to effectively impart PWD / MNS services and information.

Additionally, the PWD Support Position will:

- Possess a working understanding of the history of Indigenous peoples and their experiences within British Columbia / Canada;
- Possess knowledge and abilities regarding cultural safety and awareness when working with individuals, families and communities;
- Possess an understanding of various associated service organizations and their programs as it relates to the PWD / MNS programs, such as the Ministry of Social Development and Poverty Reduction, Indigenous Services Canada, Band Social Development Programs, etc.;
- Other

ADDITIONAL REQUIREMENTS

- Excellent office computer skills (word processing, presentation, and database programs) • Good ability to communicate verbally and in writing, to a variety of audiences
- Physically and mentally able to perform the duties of the position
- Possess a valid BC Class V driver's license and access to a reliable vehicle during work week
- Satisfactory pass criminal background record checks, i.e., working with children and vulnerable adult and, the ability to obtain and maintain federal security clearance necessary to access Protected B Files

* An acceptable combination of education and experience may be accepted, at the discretion of the employer __ * As per Section 7 of the Employment equity Act, BCANDS may give preference in employment to Aboriginal persons. <http://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-2.html#docCont>