



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Social Development Administrator – One Full-Time Position Available work onsite – extended posting

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary:

Reporting to the Band Administrator, the Social Development Administrator position is responsible for overseeing the management, planning, directing, evaluating, and monitoring of financial activities and service delivery of the Income Assistance Program. This includes ensuring the establishment of policies, procedures, controls and reporting systems, ensuring the legal and regulatory compliance for all reporting functions, and supervising all general recording and reporting functions and requirements as per Indigenous Services Canada (ISC).

Responsibilities will include, but not limited to:

Financial Management

- Lead and direct all social assistance financial operations of Piapot First Nation in accordance with Piapot First Nation financial policy and Indigenous Services Canada (ISC).
- Develop, maintain, and administer Piapot First Nation social assistance policies and procedures within budget and funding requirements
- Establish, prepare, and monitor budgets ensuring financial affairs are conducted within relevant Piapot First Nation policies and procedures
- Administer all financial operations including distribution of social assistance payments
- Produce, review, and monitor monthly departmental financial statements
- Produce, review, and complete all necessary reports as per ISC legislation and policy
- Maintain all client files on all payments as required by ISC
- Establish, maintain, and monitor client files ensuring confidentiality

Program and Service Delivery

- Administer the delivery of Piapot First Nation Income Assistance programs and



Piapot First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

services through the ISC policy and procedure manual

- Ensure program funds are expended appropriately, and program budgets are managed in a prudent manner
- Establish and maintain approved program policies, procedures, and standards
- Evaluate the effectiveness of client programs and delivery
- Develop Active Measures and other program proposals which are designed to provide an alternative to social assistance recipients

Organizational Development

- Provide input to the strategic plan and participate in the development, implementation, and maintenance of the strategic plan
- Support the development, implementation, and coordination of the strategic plan
- Facilitate the exchange of information between Piapot First Nation Chief and Council and Piapot First Nation administration

Qualifications:

- Bachelor of Administration or equivalent, a combination of education and experience will be considered.
- The Social Development Administrator must have three to five years' experience in the social work field and program management.
- Experience working within Indigenous communities and with Indigenous people.
- Experience working with Leadership.
- Able to attain and maintain a clear criminal record.

DEADLINE: Wednesday October 2nd, 2024 @ 4:30 PM

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Email: hr@piapotnation.com

ATTENTION: Human Resources

Piapot First Nation

General Delivery, Zehner SK S0G 1K0

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.