



OCHAPOWACE NATION

JOB OPPORTUNITY

Title: Income Assistance Administrator	Employment Status: Full-Time, Permanent
Reports to: Director, Health Services	Hours of Work: Works Undefined Hours
Location: Ochapowace Nation	Closing Date: SEPTEMBER 19, 2025

At **Ochapowace Nation**, our people are our greatest strength — they are the foundation of our governance, the stewards of our future, and the heart of our community. We are seeking a compassionate and detail-oriented **Income Assistance Administrator** who understands that supporting families with dignity and care strengthens our Nation. Guided by nehiyaw values and miyo-pimâtisiwin (the good life), this role helps community members access essential supports.

What You Will Do: Reporting to the Director of Health Services, the Income Assistance Administrator manages day-to-day delivery of the Nation's Income Assistance Program. You will provide culturally safe client service, determine eligibility, process monthly benefits, maintain accurate case files, and complete required financial and statistical reporting. Your work ensures program integrity, timely supports for citizens, and strong connections to wrap-around services.

Key responsibilities include:

- Provide respectful, trauma-informed intake and client service rooted in nehiyaw teachings.
- Assess eligibility, calculate benefits, and issue payments in accordance with Ochapowace Nation policy and applicable program standards.
- Maintain thorough case files (applications, budgets, documentation, action plans) with strict confidentiality.
- Develop and monitor client action plans.
- Prepare monthly, quarterly, and annual reports; reconcile payments; support audits and compliance reviews.
- Track expenditures, identify variances, and provide recommendations to ensure budget stewardship.
- Coordinate with internal departments (Lifelong Learning, Jordan's Principle, Child and Family Wellness, Health Services, and Housing and Infrastructure) and external partners to remove barriers for clients.
- Update forms, procedures, and public information to keep processes clear, fair, and accessible.
- Promote respectful conduct and uphold Ochapowace Nation's policies, including Code of Conduct and Confidentiality.

Who You Are: You bring a service-first mindset, empathy, and a high level of professionalism. You balance kindness with accountability, keep impeccable records, and communicate clearly and respectfully with citizens and colleagues. You are committed to supporting sovereignty and community wellness by administering assistance with fairness and cultural humility.

Education and Experience

- Certificate or diploma in Human Services, Social Work, Business/Public Administration, Indigenous Governance, or related field.
- Minimum two (2) years' experience in case management, income assistance, social development, or related administrative program delivery.
- Knowledge of income assistance program requirements, budgeting, and compliance/audit practices.
- Experience working with a First Nation organization is a strong asset.

Knowledge / Skills / Personal Qualities

- Strong knowledge of eligibility assessment, benefits calculation, and records management.
- Knowledge of trauma-informed practices, culturally safe, and strengths-based approaches in service delivery.
- Accuracy and confidentiality in handling personal information; sound judgment and professionalism.
- Proficiency with Microsoft Office and case management databases.
- Clear written and verbal communication; ability to explain program decisions with compassion and clarity.
- Organizational strength—able to manage deadlines, monthly cycles, and reporting requirements.
- Team-oriented collaborator who builds respectful relationships across programs and agencies.
- Cultural humility and understanding of nehiyaw teachings and community protocols.
- Commitment to continuous learning, ethical leadership, and client advocacy.

Conditions of Employment

- Valid Saskatchewan Class 5 Driver's License with a clean driver's abstract and access to a reliable vehicle.
- Clear Criminal Record Check and Vulnerable Sector Search (within six months).
- Adherence to Ochapowace Nation's Code of Conduct, Drug & Alcohol Policy, and Confidentiality Agreement.
- Ability to work occasional extended hours during month-end or audit periods.

Why Join Our Team? At Ochapowace Nation, we are building a workplace that reflects our community's strength, culture, and spirit. As Income Assistance Administrator, you will provide essential supports with dignity while helping citizens connect to long-term wellness, learning, and employment. This is more than a job—it is an opportunity to contribute meaningfully to Nation-building and to uphold our commitment to miyo-pimâtisiwin. That's why we provide competitive total rewards including:

- Additional days off for First Nations observed holidays
- 8 paid days off during the Christmas season
- Pension plan with matching contributions (3% to 9%)
- Generous leave and vacation programs
- Comprehensive health benefits
- Competitive salary

Beyond compensation, you'll help strengthen the social fabric of a Nation rooted in tradition and looking boldly to the future.

How to Apply: Please submit **your cover letter, resume, along with a Vulnerable Sector Check and global reference checks** to **Gaylene Henry**, at gaylene.henry@ochapowace.ca by **4:30 p.m. FRIDAY, SEPTEMBER 19, 2025**. For a copy of the job description and competencies for this opportunity, please contact Gaylene at the email provided. Thank you sincerely for your interest in this position and for taking the time to apply. We truly value the effort you put into your application. Please note that only those candidates who meet the required criteria will be contacted and invited for an interview. *Preference will be given to Ochapowace Nation Members.*