



SIOUX VALLEY DAKOTA NATION EMPLOYMENT OPPORTUNITY SOCIAL DEVELOPMENT – INTAKE CLERK

Full-Time, Permanent

POSITION SUMMARY: Under the direction and supervision of the Administrator, the Intake Clerk will help with providing information and answering inquiries regarding social assistance. They must consider the needs of our community members and possess compassionate and professional attitude.

DUTIES INCLUDE:

- Answer all incoming calls, taking messages, faxing, basic office clerical duties
- Review and ensure all applications are completed with identification
- Review new diets/disability forms that are received
- Update client files on the CRW program
- Verify if any applicants have open/closed files within Manitoba
- Hand out cheques to clients
- Maintain special needs forms/applications
- Assist with additional forms that may be needed to clients such as Birth Certificates, SIN forms, Child Tax forms, etc.
- Drafting up memos and letters when required
- Order office supplies
- Other duties as assigned

QUALIFICATIONS:

- Grade 12 or GED equivalent, must have previous administrative experience
- Confidentiality must be maintained
- Knowledgeable with computers and its programs; ACCPAC/Sage 300, and Microsoft Programs
- Understanding of the Dakota language and culture will be an advantage
- Excellent organizational, written and verbal communication skills
- Valid Class 5 driver's licence
- Satisfactory Criminal Record Check and Child/Adult abuse registry checks

Competition Number: 2022149

APPLICATION DEADLINE: December, 2nd 2022, at 4:00 p.m.

Submit Cover Letter and Resume to:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold MB R0M 0S0

PH: 204-855-2760 FAX: 204-855-2131

[By email: happlications@svdngovernance.com](mailto:happlications@svdngovernance.com)