



Provincial Job Description

TITLE:
(329) Social Services Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assesses, verifies and monitors client financial eligibility in accordance with the Saskatchewan Assistance Plan (SAP) regulations.

QUALIFICATIONS:

- ◆ Business certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Analytical and general accounting skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in a Social Services environment to gain knowledge of socio-economical/cultural issues and various federal/provincial social assistance programs.

KEY ACTIVITIES:

A. Client Services

- ◆ **Assesses client information and benefits by confirming needs, income and assets.**
- ◆ **Liaises with provincial/federal/community agencies, landlords and employers to verify client information.**
- ◆ **Determines eligibility for/level of benefits.**
- ◆ **Issues client benefits and vendor payments based on SAP regulations and policies.**
- ◆ **Monitors client adherence to policies and regulations and adjusts benefits accordingly.**
- ◆ **Maintains an electronic file on all clients and related benefits and approves benefit changes if in compliance.**
- ◆ **Advocates on client's behalf (e.g., evictions, utility billing adjustments and disconnects.)**
- ◆ **Prepares written explanation of benefits for client and file.**
- ◆ **Prepares written reports whenever specific case analysis is required (e.g., assets, needs, over/under payments).**

B. Vendor Payments

- ◆ **Authorizes third party payments and establishes electronic billings for services (e.g., utilities, rent).**
- ◆ **Processes requisitions and invoices for previously authorized needs.**
- ◆ **Codes accounts for payment.**
- ◆ **Maintains an inventory of individual and multiple billing payments.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Mar 20/12