



# *Provincial Job Description*

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***TITLE:***  
**(048) Social Services Coordinator**

***PAY BAND:***  
**16**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for the administration of the Saskatchewan Assistance Plan (SAP) program for Mental Health clients.

***QUALIFICATIONS:***

- ◆ Baccalaureate of Social Work degree

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work with special needs clients
- ◆ Ability to work independently
- ◆ Conflict resolution skills
- ◆ Analytical skills
- ◆ Basic accounting skills

## ***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience with income subsidy programs.**

## ***KEY ACTIVITIES:***

### **A. Eligibility Determination**

- ◆ Interviews clients to determine initial and ongoing eligibility for benefits.
- ◆ Assesses individuals based on their diagnosis, stability, care and financial requirements.
- ◆ Develops and maintains a database for recording placements.
- ◆ Prepares monthly statistical reports.
- ◆ Assists clients with budgeting and money management (payroll deductions, taxes and financial planning).

### **B. Administration**

- ◆ Develops and coordinates a case management plan, collaborating with other human services professionals, as required.
- ◆ Conducts social, vocational, emotional and financial assessments of clients' needs in conjunction with other health professionals.
- ◆ Determines/approves eligibility for financial assistance in accordance with The Saskatchewan Assistance Plan Act.
- ◆ Provides advocacy and conflict resolution through negotiation and mediation between clients and community to ensure access to services and resources.
- ◆ Advises clients regarding their rights and responsibilities.
- ◆ Liaises with the Ministry of Social Services and other agencies.
- ◆ Responds to ministerial referrals and appeals according to Ministry of Social Services protocols.

### **C. Related Key Work Activities**

- ◆ General office duties (e.g., mail, filing, photocopying, faxing, scanning).
- ◆ Inventory control, including ordering supplies.

*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:***

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***SGEU:***

***SAHO:***

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***Date: October 16, 2018***