



Provincial Job Description

TITLE:
(048) Social Services Coordinator

PAY BAND:
16

FOR FACILITY USE:

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. Twelve (12) months on the job to consolidate income assistance program knowledge and to build multiple disciplinary relationships, become familiar with related agencies and department policies and procedures.**

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:

SGEU:

SAHO:

Date: October 16, 2018