

HEALTH & WELFARE ADMINISTRATOR
JOB DESCRIPTION

EDUCATION: Grade 12

AUTHORITY & RESPONSIBILITY

Under the authority of Band Chief and Council and the administrative supervision of the Office Manager, the Band Social Services Administrator is responsible for the provision and administration of Band social services in the community and also for the co-ordination of social services with other Band programs within the community and maintaining co-operative working relationships with outside government programs and other organizations.

DUTIES

1. Provision of social services in the community to those persons that require financial and other assistance through General Welfare Assistance, Family Benefits, Homemakers Services, Foster Care, Rehabilitation, Elderly Care, Counselling, etc.
2. Identifying and assisting senior citizens in the community that require financial or other assistance, i.e. Old Age Security, G.A.I.N.S., Supplementary Aid, Canada Pension Plan, Department of Veteran Affairs, Extended Care, Nursing Homes, Homes for the Aged.
3. Overall counselling in the areas of:
 - marriage counselling
 - credit & financial counselling
 - alcohol & drug abuse counselling
 - health counselling
 - family & child counselling& being available and accessible 24 hours a day, 7 days a week.
4. Consulting with Chief and Council and/or Band committees, Office Manager, on necessary action and direction.
5. Consulting, planning and integrating with Band Economic Development program, Child Care program, Homemakers, Care for Elderly, Education, Recreation, Employment, Day Nursery, Health program, Drug & Alcohol program, Band Works program.
6. Working towards developing a better understanding and working relationship between Chief and Council, Ministry of Community & Social Services, Department of Indian Affairs.
7. Discussing and planning with Chief and Council, Ministry of Community & Social Services and DIA in preparing appropriate budgets for the effective administration of the social service program in the community.

KNOWLEDGE, EXPERIENCE, ABILITY

The predominant vital knowledge required is that of understanding Native culture and traditions, native behavior, attitudes, in order to effectively deal within the community and provide services within the community that will improve the social and economic conditions on the Reserve.

It also requires a good knowledge and ability to comprehend and interpret government legislation and Acts such as:

General Welfare Act
Child Welfare Act
Day Nurseries Act
Medical Services Policies
C.E.I.C. policies, procedures

I would also like to comment on the leasing program that we have on the Reserve regarding leasing agriculture land to non-Indians.

If you do not have a government lease, there are several factors which come into effect, mainly:

- (1) If the lessee does not pay you, there is no way you can get your money other than by taking him to court and with nothing on paper you do not stand much of a chance.
- (2) There is the possibility that if the lessee was to be injured on your property, unless you carry a very heavy liability clause in your insurance policy, his insurance company would sue you.

These are only two valid reasons why a signed government lease is a good business practice; there are several more. The way the leasing program is set up now, you are pretty well assured you are protected and your money will be paid when due.

Thank you for your co-operation in this important matter.

Kenneth W. Brant
Lands Clerk

TO RESERVE RESIDENTS

It has been my pleasure to serve the residents of the Reserve for the past 3 1/2 years as Health and Social Services Administrator.

However, at this time I find that I am unable to continue in this position due to health reasons and have therefore resigned.

It is my sincere hope that economic and employment possibilities will improve to the extent that all may enjoy good health and prosperity.

Cliff John

THIS IS ELECTION YEAR

Nominations for Chief and Band Council will be held on Saturday, November 26, 1983 from 9:00 a.m. to 12:00 noon at Quinte Mohawk School.

Election for Chief and Band Council will be held on Saturday, December 10, 1983 from 9:00 a.m. to 7:00 p.m. at Quinte Mohawk School.