



One Arrow First Nation Employment Opportunity

Data Entry and Intake Worker (Full-time Position)

POSITION SUMMARY:

One Arrow First Nation is seeking a dynamic and committed individual to join our Social Development team. Reporting to the Social Development Supervisor, the Data Entry & Intake Worker is responsible for administering and delivering the Income Assistance Program including Basic Needs, Special Needs, and Disability Income Supports, in compliance with ISC Social Programs Policy Manual to eligible clients residing in the community.

KEY RESPONSIBILITIES:

- Explain income support criteria and guidelines to community members accessing and requiring support.
- Assist eligible clients to complete applications and communicate information on the documentation required.
- Enter information into the database for the social development program (ASAP), including utility billings.
- Create new records in the database for new clients &/or update client records as required.
- Set up direct deposit through established system for clients and process cheques as required.
- Provide information to non-SA household members which details their share of utility bills.
- Create and maintain client files ensuring that all required documentation is filed and updated as required.
- Assist with coordinating emergency accommodations or meal vouchers as required.
- Assist with completing budget & decision sheets and other process documents as required.
- Maintain ongoing communication with community members accessing or seeking service and maintain case notes regarding these interactions as required.
- Assist with gathering monthly community member statistics, including financial reporting for the Social Development Supervisor and finance department for reporting.
- Make referrals to other services and supports as required to enhance case management of eligible clients.
- Able to work, after hours or weekends, to coordinate emergency accommodations or meal vouchers
- Provide other related duties as required.

QUALIFICATIONS

- Highschool Diploma
- Experience administering Income Assistance program in First Nation communities.
- Knowledge of OAFN Social Development Program structure, programs, services, goals and objectives.
- Knowledge of social development policies and processes with the ability to adhere to program compliance.
- Experience working with First Nations and a good understanding of First Nations health and social issues, history, traditions, and values.
- Creative, resourceful, problem solver that excels in resolving communication issues.
- Ability to establish and maintain cooperative working relationships.
- Ability to work independently and is highly organized.

- Excellent written and oral communication skills.
- Knowledge and experience working with computer software applications and experience with data input systems.
- Ability to maintain confidentiality concerning client files and interactions.
- Computer proficiency in MS Office applications (Word, Excel, Outlook)

OTHER:

- Must possess a current valid Saskatchewan driver's license, have a dependable vehicle and meet the community insurance requirements
- As a condition of employment must provide:
 - A satisfactory and current Criminal Record Check; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

To Apply, please submit cover letter, resume and three professional references to:

Shawna Greeyes, Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: Shawna.greeyes@onearrow.cloud

DEADLINE: May 1, 2026