



***Want to make a difference?
ACFN is hiring and wants you to succeed,
apply today!***

EMPLOYMENT OPPORTUNITY - SOCIAL SUPPORT CLERK

Staffing Process Number: ACFN-2024-035

ACFN is seeking a Social Support Clerk. Reporting to the Social Worker and Development Manager, the incumbent will provide administrative support and assists members to navigate the health and social service systems.

- Temporary role; one (1) year and with the possibility of an extension; 37.5 hours per week, and ability to work evenings, weekends, and holidays, as required.
- The position is local to **Fort McMurray, AB., or Chipewyan, AB.**

Interested? Email your cover letter and resume in confidence to HR@acfn.com!

Closing Date: Thursday , January 16, 2025; by 5:00 p.m.

GENERAL RESPONSIBILITIES

- Provides administrative services to the supervisor by preparing reports, letters and follow up with clients, as required.
- Reviews, analyze and synthesizes previous research and projects related to health equity and access to services for members.
- Supports and encourages members independence and self-determination.
- Facilitates community inclusion and relationship building.
- Other duties, as required – NOTE: the complete position description outlines all responsibilities.

QUALIFICATIONS

- High School Diploma or GED or an acceptable combination of Education (Grade 10), training and experience may be considered as an alternative to a High School Diploma.
- Three to five (3-5) years of experience providing program support, is an asset.
- Experience working with First Nations communities and organizations, is an asset.
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- Proficient computer skills; Microsoft Office (email, Excel, Word, PowerPoint).
- Salary is commensurate with experience, education, and work experience.

Mahsi chogh to all who apply, but only those selected for an interview will be contacted.

NOTE: Employment Equity is a factor in the selection process. Applicants are requested to self-identify if they are Indigenous: First Nation (status or non-status), Inuit or Metis. Preference may be given to Indigenous people.

