

Position:	RELIEF THIRD PARTY ADMINISTRATION	Closing Date: Open until filled
Program:	TPA	Salary Scale: Level 4
Job Posting #:	2301D012-2018	Non-Union

We are a human rights and social services charitable not-for-profit agency for women and girls affected by the justice system. EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve. Our services emphasis respect and dignity of those we serve through person centered care delivered by staff with a demonstrated ability to work together as a team, have strong communication skills, are flexible to changing needs and group dynamics.

EFry helps both female and male clients access the government financial support to which they are entitled. Third Party Administration clients cannot receive these services from government offices for behavior or their need for high levels of support and case management. EFry tailors our support to each client's individual circumstances, with the goal of helping them meet the criteria necessary to reinstate their direct access to government services.

**Primary Purpose:** Accepts referrals from the Ministry of Social Development and, in turn, interviews, assesses and makes suitable recommendations to the client to assist them. Acts as a third party for the administration of social assistance and the transference of documents and information.

**Nature of Work:** Located in Vancouver, DTES, New Westminster and Surrey, (Day Time)

**Key Duties/Accountabilities:**

Accepts referrals from the Ministry of Social Development and, in turn, interviews, assesses and makes suitable recommendations to the client to assist them.

**Education and Experience:**

- 4 years university or college or/ combination of post-secondary education in a social services related field
- WCB Level One First Aid

**Skills and Abilities:**

- excellent interpersonal behaviour and communication skills
- organizational skills
- time management
- crisis management, de-escalation skills are essential as clients may potentially be aggressive
- at least one year's relevant work experience
- working knowledge of community based programs
- knowledge of Ministry of Social Development

- reliable vehicle & clean driver's abstract is preferable (required for at least 1 staff member per location)
- direct program delivery experience in the community social services sector

EFry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons. Interested candidates must submit a resume and cover letter to:

ATTN: Human Resources

Email: [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

**Please note only short listed candidates will be contacted for interview. No phone calls please.**