



## MEMBER QUALIFICATIONS

The Employment and Assistance Appeal Tribunal (the Tribunal) is established under the authority of the *Employment and Assistance Act* to provide an independent, community-based, accessible, fair, timely, caring and ethical process to hear appellants' disagreements with specified decisions of the Ministry of Housing and Social Development respecting income and disability assistance and, for the child care subsidy program, with specified decisions of the Ministry of Children and Family Development. Appointed members sit on panels generally consisting of three members and may hear up to three appeals per day.

**To be considered for appointment to the Tribunal, an individual must:**

- Not be an employee, or have been an employee within the past six months, of the Ministry of Housing and Social Development or the Ministry of Children and Family Development;
- Not be an employee of the Provincial Government pursuant to the *Public Service Act*;
- Not be a recipient of income assistance or disability assistance from the Ministry of Housing and Social Development or a child care subsidy from the Ministry of Children and Family Development; and
- Not have a personal, professional, financial or other interest in matters coming before the Tribunal that could cause a reasonably informed person to have a reasonable perception that the Tribunal member would not be independent or impartial.

**In addition, candidates must possess or be able to demonstrate the following:**

- An understanding of the essential elements for the conduct of a fair and objective hearing;
- An understanding of the key aspects of the *Employment and Assistance Act* and its regulations, the *Employment and Assistance for Persons with Disabilities Act* and its regulations and the *Child Care Subsidy Act* and its regulations;
- Knowledge of the Tribunal's Practices and Procedures;
- Ability to interpret and apply legislation;
- Ability to fairly assess cases involving conflicting verbal/written evidence;
- Analytical, conceptual, problem-solving, decision making and decision writing skills;
- Ability to listen and communicate clearly and effectively;
- Conflict resolution skills;
- Ability to work well in group settings;
- Computer literacy;
- Commitment to respect diversity; and
- Commitment to ongoing professional development to enhance expertise.

**Members must agree to abide by the Tribunal's Code of Conduct.**