



Ontario Works Caseworker

Department: Social Services
Posting Date: May 6, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Permanent Full-time
Vacancies: 1
Reports To: Director, Social Services
Starting Salary: \$41,958.00/year

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 20, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing June 3, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing June 17, 2022 or until filled - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The Ontario Works Caseworker will assist in the delivery of Ontario Works program and provide secretarial, clerical and administrative services to the Ontario Works program within the administrative policies and procedures established by the First Nation Chief and Council and as directed by the Social Services Administrator.

What you'll do in the role

- Receive and process applications, including interviewing clients and making home visits, as required
- Assess the need for additional assistance, such as rehabilitation, retraining, and financial assistance and refer clients to the appropriate service providers
- Monitor Participation Agreements through case management of Ontario Works recipients when needed
- Refer clients to both on and off reserve employment resources to assist in attaining employment goals
- Develop a running referral center for clients and caseworkers to access, including identifying community resources that will support clients



Employment Opportunity

- Maintain and organize a caseload to ensure legislative requirements are met and services provided
- Conduct case conferences and meetings as required
- Complete applications for various classes or assistance/programs, and document/verify information
- Coordinate and/or facilitate workshops and training that will be made available to Ontario Works participants
- Develop required reports for submission and make presentations for staff meetings as required
- Other duties as required.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Three weeks paid vacation to start, increasing with years of service
- Above average vacation and leave packages

What you bring to the table

- Must have a Post-Secondary Degree or Diploma in Social Work, Human Services and/or a related field
- Excellent working knowledge of, and commitment to, community-based programs and services
- Working knowledge of computer-based data management programs for administrative purposes
- Must have excellent public relations, including an appreciation of the need for confidentiality, tact, and discretion
- Must have strong communication and organizational skills
- Respect for Indigenous culture and willingness to learn Ojibwe
- Experience in counselling, workshop design and delivery and facilitation considered an asset
- Must have CPR/First Aid or willing to obtain.
- Required "G" Driver's Licence and access to a reliable insured vehicle.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.



Employment Opportunity

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.