



Employment Opportunity

OWL Transitional Support Worker

Department: Ojibway Women's Lodge

Posting Date: Friday, March 22, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week 35hrs **(This position is subject to unscheduled and or unanticipated calls for service outside of the regular work week schedule.)**

Job type: Fulltime/Contract

Vacancies: 1

Reports To: Manager, OWL

Starting Wage: \$25.16 per hour

What you'll do in the role

- Participate in program planning and development.
- Document case notes into computer-based Data Management System (W.I.S.H.), maintaining case files.
- Disburse Personal Needs Allowance and prepare Statistical Data assisting women in preparing housing applications securing legal assistance.
- Preparing and filling court documents.
- Consult with the Program Supervisor on significant operational concerns and issues, working collaboratively with front line staff to develop plans and priorities for clients in a spirit of cooperation and teamwork, participate in Shift/Staff Exchange.
- Screen and orienting new clients to the services offered by the shelters Transitional Support program.
- Offer flexible services based on individual transitional plans, which include both short- and long-term goals and safety planning.
- Liaise and co-ordinate with other community partners, Landlord/Tenant Negotiations, Social and Legal services.
- Advocate for and support clients in their contacts with the housing, legal, child protection, and financial agencies.
- Provide an empathetic, non-judgmental and culturally sensitive manner with the goal of empowerment of the women served.
- Give information and advice, assisting women in the decision-making process.
- Networking and collaborating with Ontario Housing Corporation, Local Housing Authorities, Legal Clinic, Legal Aid, Rent Tribunal, Ontario Works, O.D.S.P.
- Partner with agencies, ensure effective and comprehensive service delivery, as community liaison represent the OWL in groups and coalitions that address the issues facing abused aboriginal women and children.
- Investigate all critical incidents and report Serious Occurrences to the Director or Program Supervisor.
- Attend Case Conference Meetings/Staff Meetings
- Follow Occupational health and safety procedures and emergency plans based on an incident management system affecting the shelters operation.



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- To protect yourself, fellow employees, residents/non-residents from physical harm, by adhering to security precautions.

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.
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have a Degree in Human Services, Social Service Worker Diploma or equivalent.
- Must have excellent written and verbal communication skills.
- Must Possess Certificate in Suicide Prevention, First Aid and CPR
- Must provide C.P.I.C. records check.
- Must have a valid driver's license.
- Knowledge and Understanding of Abuse of Women and Children
- Have some knowledge of Judicial System, Court Processes and Family Law
- Computer Based Data Management (W.I.S.H.), Microsoft Office suites.
- Serious Occurrence Reporting Procedures
- Knowledge of Collaboration Agreements and Protocols is an asset.
- Knowledge of Child Welfare Legislation Custody, Support/Access Issues is an asset.

Application Deadlines:

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

Closing April 5, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing April 12, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing April 19, 2024 - 3rd Round

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



Employment Opportunity

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.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *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.