



EMPLOYMENT OPPORTUNITY

Ontario Program Manager

Department: Social Services- Ontario Works

Posting Date: February 14th, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: Existing

Reports To: Director, Social Services

Starting Salary: \$74,438.00

What you'll do in the role

- Ensure all narrative reports for client files and GWA Calculator comply with policies and legislation.
- Submit monthly and quarterly reports to INAC & MCSS, ensuring accuracy and legislative compliance.
- Monitor and verify monthly client reporting requirements for accuracy and policy adherence.
- Oversee MCSS Program Audits and implement improvements.
- Monitor financial transactions of the Ontario Works program.
- Prepare annual budget submissions for Chief and Council review.
- Perform GL printing and journal entries for quarterly and year-end reporting.
- Assist Social Services managers with journal entries and year-end reporting.
- Support the Director of Social Services with year-end program budgets.
- Supervise the Ontario Works Caseworker, Receptionist, and Food Bank Coordinator.
- Provide guidance, support, and performance evaluations for supervised staff.
- Ensure staff compliance with program policies and procedures.
- Facilitate training and professional development for staff.
- Develop local policies for Discretionary Benefits and Transitional Support Funds to maximize client support.
- Attend ONWAA training assemblies and maintain a good relationship with the organization.
- Complete required training to fulfill Ontario Works Administrator duties.
- Support the Ontario Works Caseworker with client requests in line with directives and regulations.
- Provide client referrals to other programs and services.
- Liaise with external agencies and stakeholders.

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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
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- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages
- A defined contribution pension plan

What you bring to the table

- Respect for Indigenous culture and willingness to learn and practice Anishnaabemowin in the workplace.
- Must have Post-secondary degree or diploma in Social Services or a related field.
- Preferred: Additional training in community development, Social Work, or a First Nation's Social Services Administrator certificate.
- Must have or enroll in the First Nation's Social Services Administrator certificate program within the probationary period and maintenance of the certificate throughout tenure.
- Must have a minimum of 3 years of related experience in finance/administrative roles.
- Knowledge of general accounting procedures, including AccPac software.
- Ability to achieve and maintain a clean Criminal Reference Check.
- Experience with Assignment of Benefits for EI and ODSP.
- Knowledge of First Nation taxation for social assistance and deadlines for submissions to clients and Canada Revenue Agency.
- Familiarity with relevant community-based and external programs and services.
- Understanding of the culture and social structure of Nipissing First Nation and employment barriers for the community.
- Experience with the First Nation verification hotline.
- Working knowledge of Eligibility Review protocols.
- Proficiency in data entry with strong attention to detail and accuracy.
- Strong interpersonal skills for interacting with individuals, groups, multidisciplinary teams, and the public.



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- Strong computer skills, including Microsoft Office 365, Outlook, and Excel.
- Excellent time management, organizational, and communication skills.
- High sensitivity to Indigenous issues and history.

APPLICATION DEADLINES:

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

Closing - 1st Round February 28th, 2025

- 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 - 2nd Round March 7th, 2025

- 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 - 3rd Round March 14th, 2025

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

*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.