



EMPLOYMENT OPPORTUNITY

Ontario Works Caseworker

Department: 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: Manager, Ontario Programs
Starting Salary: \$45,791.20

What you'll do in the role

- Complete intake applications with clients and investigate the accuracy of information.
- Determine eligibility and calculate budgets for financial assistance.
- Monitor clients' financial eligibility and monthly expenditures, providing budget assistance as needed.
- Conduct regular interviews to collect necessary participant information and foster trusting relationships.
- Verify monthly client reports, ensuring adherence to policies and legislation.
- Enter and maintain accurate client data and files, ensuring compliance with privacy acts.
- Handle client and agency telephone inquiries.
- Follow local policies for Discretionary Benefits and Transitional Support Funds to maximize resources for clients.
- Assist clients with applications for Employment Insurance (EI) and Ontario Disability Support Program (ODSP).
- Inform clients about the Health Smile Program and other available services.
- Help clients with Ontario Electricity Support Program (OEB) applications and DRC/HST forms.
- Order and purchase approved items for eligible clients.
- Provide referrals to other programs and services.
- Implement Employment Assistance programs, offering training, workshops, and job readiness support.
- Attend ONWAA training assemblies and maintain good relationships with the organization.
- Complete required training to fulfill Ontario Works Caseworker duties.
- Liaise with external agencies and stakeholders, attending meetings and reporting information.
- With the support of the Ontario Program Manager, investigate eligibility concerns, prepare cases for referral to police, and represent Nipissing First Nation in court.

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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
- 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 Ojibwe.
- Must have Post-secondary education in Social Services or a related field.
- Must have or enroll in the First Nation's Social Services Administrator certificate program within the probationary period and maintenance of certification.
- Must have minimum 2 years' work experience in a case management role.
- Must have and maintain a clear criminal reference check (CPIC) and Vulnerable Sector Check.
- Ability to maintain confidentiality.
- Experience with Assignment of Benefits for EI and ODSP.
- Knowledge of First Nation taxation for social assistance and deadlines for submission to clients and Canada Revenue Agency.
- Familiarity with community-based and external programs and services.
- Understanding of the culture and social structure of Nipissing First Nation and employment barriers.
- Experience with the First Nation verification hotline.
- Working knowledge of Eligibility Review protocols.
- Proficiency in data entry with strong attention to detail and accuracy.
- Knowledge of OW legislation, regulations, policies, procedures, and funding arrangements.
- Experience with First Nation operational procedures.
- Awareness of barriers faced by people with disabilities and ability to make appropriate referrals.
- Knowledge of community resources and services for individuals with disabilities.
- Strong interpersonal skills for interacting with individuals, groups, multidisciplinary teams, and the public.
- Ability to engage people, build trust and rapport, and communicate effectively.

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- Strength-based problem-solving skills and initiative.
- Strong computer skills, including proficiency in Microsoft Office 365, Outlook, and Excel.

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.