



Employment Opportunity

Ontario Works Caseworker

Department: Social Services
Posting Date: September 12, 2025
Location: Nipissing First Nation, ON
Schedule: Full Time – 35 hours per week
Job type: Permanent
Vacancies: 1
Reports To: Ontario Works Manager
Salary Range: \$46,719.40 to \$61,625.20

Nipissing First Nation is looking for a caring and dedicated individual to join our Social Services team as an Ontario Works Caseworker.

This role supports NFN community members by providing guidance, resources, and case management through the Ontario Works program. If you're passionate about helping others and want to make a difference in the lives of our members, we'd love to hear from you!

What You'll Do in the Role

- Completing intake applications with clients, determining eligibility, and calculating budgets.
- Monitoring ongoing financial eligibility, expenditures, and providing budget support.
- Conducting regular interviews and building trusting client relationships.
- Verifying monthly reports and ensuring compliance with OW legislation and NFN policies.
- Maintaining accurate client files and data in accordance with privacy legislation.
- Handling client and agency inquiries.
- Assisting clients with EI, ODSP, OEB applications, Discretionary Benefits and Transitional Support Funds.
- Ordering and purchasing approved items for eligible clients.
- Referring clients to appropriate programs, services, and training opportunities.
- Supporting Employment Assistance initiatives, workshops, and job readiness programs.
- Attending ONWAA training assemblies and maintaining strong external relationships.
- Investigating eligibility concerns and preparing cases for referral, with manager support. With the support of the Ontario Program Manager, investigate eligibility concerns, prepare cases for referral to police and represent Nipissing First Nation in court.

Reasons to Join Nipissing First Nation *(unchanged for every posting)*

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

Ontario Works Caseworker

Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- 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 maintain certification.
- Must have a minimum of 2 years of 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.
- Knowledge of OW legislation, regulations, and policies.
- Familiarity with EI, ODSP, and First Nation taxation requirements.
- Strong interpersonal and problem-solving skills with cultural awareness and respect for Indigenous traditions.
- Proficiency in data entry and high attention to detail.
- Ability to manage time, prioritize, and maintain confidentiality.
- Respect for Indigenous culture and willingness to learn Ojibwe.

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing September 26, 2025

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 3, 2025

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 10, 2025

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please send your **cover letter and resume** to:



Employment Opportunity

Ontario Works Caseworker

✉ resumes@nfn.ca

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

📌 **Are You a Member of NFN?**

Nipissing First Nation is deeply committed to the training, development, and employment of our members.

We strongly encourage NFN members to apply, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***