



**Eelūnaapéewi Lahnkéewiit  
FIRST NATIONS ONTARIO WORKS DEPARTMENT**

**Ontario Works Caseworker**

**Job Description**

**Job Summary**

**Location:**

Eelūnaapéewi Lahnkéewiit  
Administration Office  
14760 School House Line  
R. R. #3  
Thamesville, Ontario  
N0P 2K0

**Job Status:**

Full Time  
35 hours per week  
Flexible hours will be  
required

**Salary:**

TBD

**Closing Date  
EXTENDED:**

NOVEMBER 05, 2021  
@4:00 p.m.

**PURPOSE OF POSITION**

Under the direct supervision of the Eelūnaapéewi Lahnkéewiit Ontario Works Administrator to administer temporary financial assistance in compliance with the Ontario Works Act and acts as a resource in areas of training and employment for income recipients under the Stepping Stones Ontario Works Service Plan, the Ontario Works Program and the Ontario Disability Support Program.

**DUTIES AND RELATED TASKS**

- Provide guidance, information and as required interview applicants for income assistance in absence of the Administrator
- Determine eligibility and the needs of the applicant and then determine the budgetary requirement as defined in the regulation
- Counsel and assist band members and their families by identifying cases requiring other benefits as prescribed in the regulation
- Implement the intent of the Ontario Works policy that help people in financial need become employed and achieve self-reliance through mutual responsibility of the participant and the Delaware Nation Ontario Works Department
- Facilitate the movement of participants through the client service path to competitive employment in compliance with the Ontario Works Act and the Stepping Stones Ontario Works Service Plan
- Create, organize and facilitate on-going orientation sessions for new and existing clients
- Design, evaluate and implement workshops geared to employment placement and life skills
- Ensure employment plan is complete by recommending and preparing appropriate goals/steps to the client
- Referrals to education and employment training opportunities
- Prepare clients for community placement opportunities
- Implement Social Assistance Transfer Funding Program to eligible clients in order to increase their employability
- Monitor placements and provide support to eliminate employment barriers for participants and employers if required

- Maintain regular follow-up contact with client and participating organization
- Liaison with Delaware Nation Chief & Council, Economic Development and Training Department, Education Department, Managers/Department Heads, community and outside agencies for employment and training
- Assist in determination of employment related expenses and making adjustments to the funding agreement when a client's Employment Plan necessitates a change in funding
- Report non-compliance issues to Administrator
- Identify gaps in service and provide recommendations to the Administrator
- Recommend and assist in developing employment strategies in conjunction with the administrator
- Prepare and complete in a timely manner departments monthly/quarterly activity and special reports
- Ensure records of training activities and outcomes relating to employment participation are maintained
- Compile statistical data and perform various clerical functions including scheduling appointments, processing invoices, filing, sorting, recording, and data entry
- Maintain a record of all agreements, contracts, purchase orders and receipts that are related to the purchase of goods or services on behalf of a client
- Maintain client files with all necessary computer and file documentation
- Participate and attend meetings that promote effective delivery of services
- Perform other duties as assigned by the Ontario Works Administrator

#### **KNOWLEDGE AND SKILLS**

- Knowledge of Ontario Works Regulations and/or any legislation pertaining to financial assistance, employment assistance and community participation
- Ability to interpret and apply legislation
- Must possess interviewing skills techniques
- Must possess good computer skills
- Must exhibit good analytical, organizational and communication skills
- Ability to utilize leadership skills to volunteering participants
- Willingness to participate in relevant training initiatives required by the Administrator
- Must be sensitive to native issues

#### **QUALIFICATIONS**

- Ontario Secondary School Diploma
- Valid "G" Ontario Driver's License
- Must have own transportation, position requires travel
- Must be bondable
- Must sign Oath of Confidentiality with the Delaware Nation and the Ministry of Community & Social Services

## **TERMS OF POSITION**

Employment Term: Full-time, 35 hours per week, One year Contract.

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (flexible hours required)

## **CLOSING DATE FOR APPLICATIONS**

Interested candidates, please submit a **Cover Letter, Resume, and 3 references (2 work related & 1 personal)** to:

Director of Operations  
Eelūnaapéewi Lahkéewiit Administration Office  
14760 School House Line,  
Thamesville, Ontario N0P 2K0

**Marked: CONFIDENTIAL – Caseworker**

**By: NOVEMBER 05, 2021 @ 4:00 p.m.**

*Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.*

*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

*Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*