



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Ontario Works Case Worker**
 Job Code: HEA571
 Department: Social Services
 Reports to: Welfare Administrator Supervisor

Date Posted: 22/Nov/22
 Date Closed: 6/Dec/22
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****
 The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Sick Leave Contract ending March 31, 2022.
 Availability & Term: Approx. start date: December 2022
 Remuneration: \$22.81 per hour.

JOB PURPOSE/SUMMARY

Under the Ontario Works Act, support community members in creating attainable and realistic plans to support education, employment, and wellness goals through a wholistic, trauma-informed, and strengths-based lens. Assist clients in becoming job ready through the coordination of employment assistance supports, workshops, and wellness activities.

QUALIFICATIONS

- Education:**
 - College Diploma - Social Services or related field.
- Skills and Abilities:**
 - Excellent communication, organizational, and computer skills.
 - Experience and understanding of social work practice rooted in Indigenous culture.
 - Excellent interpersonal skills and the ability to work collaboratively with internal/external community partners.
 - Knowledge of Ontario Works Act an asset.
 - Willing to obtain Ontario Welfare Administrators Association training.
 - Valid Class G Driver's Licence.
 - First Aid/CPR to be obtained within first three months of employment.
- Experience:**
 - Employment counselling experience an asset.
 - Experience providing guidance and resources to clients an asset.
 - Experience with one on one counselling an asset
 - Mental health and addictions experience an asset
 - Coordinating and facilitating workshops (i.e. life skills, job readiness) an asset.
- Other:**
 - A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated: 15/Nov/22

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Department:	Social Services
Reports to:	Welfare Administrator Supervisor

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Able to affirm to the vision, mission, and guiding values of Wewena Minodoodawin Health & Social Services, and the Chippewas of Rama First Nation by demonstrating commitment to personal growth and wellbeing and the ability to develop healthy relationships that encompass compassion and dignity with sensitivity to issues related to poverty, homelessness, mental illness, addictions, developmental disabilities, ensuring a strengths based, trauma informed approach to care.
- Assess client employability, job readiness and other needs.
- Assist with intake and review of applications for determination of eligibility.
- Develop appropriate wellness plans based on client needs (i.e. employment/education goals) using strengths-based language.
- Update client participation agreements to ensure client goals and successful outcomes are being met.
- Develop appropriate programming to meet client needs (health/wellness, education, employment).
- Collaborate with community resources to best serve client needs/participate in case management as required.
- Promptly respond to client inquires and make referrals to appropriate services as required.
- Assist with financial procedures and assist where required.
- Update client files, eligibility letters and other employment related correspondence.
- Attend and participate in meetings with the Social Services team.
- Staff development and training workshops through ONWAA and MCSS.
- Maintain caseload and document case plans consistently and concisely.
- Ensure all required documentation and information is properly noted and filed.
- Assist clients in application process for ODSP, CPP, Old Age pension, EI, and other relevant processes.
- Ensure education referrals are completed as required.
- Gathering information regarding client needs as applicable.
- Proposal writing for additional funding.
- Liaison with physicians, psychologists, etc. to advocate for clients.
- Assist with monthly Food Distribution Program.
- Develop and maintain collaborative relationships with Health & Social Service staff to ensure an integrated approach to services.