

Permanent Full-time Employment Opportunity



Full-time @ 35 hours/week

Normal Hours of Work

Monday - Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:

Start Rate - \$23.31 to \$26.99 per hour*

*While Alderville First Nation Salary Grid will apply - **start rate will be commensurate with experience.**

Benefits:

- Paid Vacation!
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- Pension Plan with Employer Match!

ONTARIO WORKS (OW) CASEWORKER

Position Summary:

The Ontario Works Caseworker is responsible for case management and delivery of the Ontario Works Program at the First Nation level and provides life stabilization and career counselling activities to Ontario Works recipients while working under the supervision of the Ontario Works Administrator.

KEY JOB FUNCTIONS:

- Attends training to maintain knowledge of Ontario Works program delivery and requirements including Ministry of Children, Community & Social Services (MCCSS) and Ontario Native Welfare Administrators Association (ONWAA).
- Assist clients with computers for online information needed to determine financial eligibility (online banking, EI, CRA, job search, online applications, etc.), Supervision & monitoring of participants.
- Interviews clients individually, in families or in groups and assesses their situation to determine the types of resources required; provides referrals to community or external resources based on the needs and interest of the client such as rehabilitation, financial aid or further vocational training and refers client to the appropriate training.
- Works in conjunction with the AFN Employment Development & Training to:
 - identify barriers to employment and assist clients with job readiness skills, job searching strategies, writing resumes, and preparing for interviews.
 - provide training in employment related skill development, budgeting, life skills or other based on need.
- Administers and interpret tests designed to determine the interest, aptitudes, and abilities of clients.
- Participates in case reviews with Ontario Works staff and contributes to program development & design and implementation of employment assistance activities described within the Ontario Works program (Childcare, financial assistance, etc.).
- Promotes programs and services offered by Ontario Works and implements or refers clients to workshops, programs, and community services, etc.
- Liaisons with local and external service providers, employers, and placement agencies.

BACKUP SUPPORT DUTIES to OW ADMINISTRATOR

- Complete applications for Ontario Works for clients and determine financial eligibility and employability.
- Schedule appointment for initial intake/updates/on-going eligibility issues for Financial Application and Participation Agreement.
- Attend meetings associated with client case management (e.g., ODSP, ONWAA, SPT, MCSS, etc.).
- Assists OW Administrator with the Coordination and reporting of the Community Support Service and Transitional Support programs.

Ontario Works Caseworker con't



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Minimum Qualifications:

- Post-Secondary education in the field of Social Services or related discipline preferred (e.g., Social Services Worker – Indigenous Specialization, Community Outreach & Development Worker, Human Services Counsellor, etc.)
 - If no formal education, must be willing to train.
- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Criminal Reference check and Vulnerable Sector Search is required if employment is offered.

Specialization required:

- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.

Considered an asset:

- Knowledge of the MCSS Social Assistance Policy Directives.
- Knowledge of the services and programs provided by Alderville First Nation Ontario Works/Social Services department.

Preferred Experience:

- Previous experience in a Social Services setting, preferably with First Nations.
- Proficiency in Microsoft Office Applications (Word/Excel/Power Point), willing to learn A. D. Morrison and other related programs.
- Ability to work as part of a team or independently, must be dependable/reliable and committed to client services.
- Must have proven well-developed communication, staff/public relations and must be highly self-motivated.
- Must be approachable and able to discuss client needs in a kind and understanding manner.
- Strong interviewing skills, problem solving and counseling techniques.
- Able to maintain confidentiality.

*** For full job description, contact Human Resources***

Deadline to Apply: **Open until filled.**

How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.