



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Ontario Works Case Worker**
 Job Code: HEA572
 Department: Social Services
 Reports to: Welfare Administrator Supervisor

Date Posted: 28-Jan-20
 Date Closed: 11-Feb-20
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT 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: Full-Time with Benefits
 Availability & Term: Approx. start date: February 2020
 Remuneration: \$20.83 to start, move to \$22.51 per hour after 3 months

JOB PURPOSE/SUMMARY

Under the Ontario Works Act, this position works with clients to get them job ready including client assessments, employment assistance and coordinating a variety of related resource workshops.

QUALIFICATIONS

- Education:**
- College Diploma - Social Services or related field.
- Skills and Abilities:**
- Excellent communication and organizational skills.
 - Microsoft Office Training.
 - Valid Class G Driver's Licence.
 - Dealing with Difficult People training.
 - Knowledge of Ontario Works Act an asset.
 - Willing to obtain Ontario Welfare Administrators Association training.
 - 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:

9-Jan-19

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- 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).
- Update client participation agreements to ensure client goals 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 Food Bank as required.