



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane
Kettle & Stony Point FN, Ontario, Canada N0N 1J1

EMPLOYMENT OPPORTUNITY **Ontario Works Support Representative**

Contract Position (with the possibility of extension)

POSITION SUMMARY: The Ontario Works Support Representative, under the direction of the Director of Ontario Works, will provide client service and counseling on behalf of the Ontario Works program. The Support Representative is responsible for assisting the applicant with Ontario Disability Support Program applications and referral process. The Support Representative will maintain a professional relationship with clients while acting as a guide and advocate. The individual is also responsible for various administrative duties such as maintaining case notes in client files, mailing letters, typing various forms of correspondence and filing. Although the Support Representative is required to manage and maintain a caseload, this position is not considered a supervisory position

REPORTING PROTOCOL: REPORTS DIRECTLY TO THE ONTARIO WORKS DIRECTOR

PRIMARY DUTIES:

1. Reviews initial assessment and determines goals of individual clients.
2. Assist client with application for Ontario Disability Support Program and referral.
3. Monitors, updates and documents client files and takes appropriate actions.
4. Maintains all necessary computer and file documentation.
5. Develops an initial documented client action plan, implements a training plan with problem solving around identified participant barriers, and creates future amendments to such plans.
6. Act as a front-line liaison for the Ontario Works Department, responding appropriately to any and all routine external inquiries from clients and government agencies
7. Advocate on behalf of the client

EDUCATION / SKILLS REQUIREMENTS:

- 1) Social Services Diploma or work-related experience in this field.
- 2) Use professional judgment in order to make difficult decisions that may be received well by clients.
- 3) Comprehension of the Ontario Works Directives, Legislation and Regulations.



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- 4) Knowledge of the Ontario Works Directives, Policy and regime, including any regulatory changes and/or amendments.
- 5) Proficient level of communication skills, verbal and written
- 6) Communicate effectively Ontario Works Directives, Legislations and Regulations.
- 7) Organizational and time-management skills
- 8) Confidentiality and good judgment are required
- 9) Adhere to the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual
- 10) Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunities as per Section 16(1) of the Canadian Human Rights Act.
- 11) *Successful applicant must provide a current and up to date CPIC upon hiring.*
- 12) *Successful Applicant must consent to a full background check upon hiring.*

Deadline for application

Posted February 5, 2019 - Deadline to apply February 15, 2019 at 4:00 pm.

Application to Include: Cover letter, resume & three work related letters of reference

Please submit your application to:

Kettle & Stony Point Administration Building
Att: Cindi Rogers-George, Director of Ontario Works
6247 Indian Lane, KSPFN, ON, N0N 1J1
Fax: 519-786-2108

A complete job description may be obtained from the Administration office located at 6247 Indian Lane, Kettle & Stony Point First Nation, ON, N0N 1J1. Phone 519-786-2125 Fax 519-786-2108

Only successful candidates will be called for an interview