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**CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION**  
**EMPLOYMENT OPPORTUNITY**  
**ONTARIO WORKS CASEWORKER - FULL TIME**

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| <b>PROGRAM AREA:</b>       | ONTARIO WORKS DEPARTMENT                   |
| <b>POSITION TITLE:</b>     | ONTARIO WORKS CASEWORKER                   |
| <b>REPORTING PROTOCOL:</b> | REPORTS DIRECTLY TO ONTARIO WORKS DIRECTOR |

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**POSITION SUMMARY:** The Ontario Caseworker, under the direction of the Director of Ontario Works, will provide client service and counseling on behalf of the Ontario Works program. The Caseworker is responsible for determining the eligibility and needs of applicants and for maintaining professional relationships 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 Ontario Works caseworker is required to manage and maintain a caseload, this position is not considered a supervisory position.

**SKILLS REQUIRED:**

- Must have the ability to interpret and apply legislation and legislated requirements pertaining to Ontario Works.
- Excellent Human Relations/Public Relations skills essential.
- Life Skills training an asset.
- Caseworkers must demonstrate the ability to interview a diverse array of clients.
- Proficiency in file documentation and case noting skills are important.
- Must have a expert level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Must have a proficient level of computer skills including spreadsheet/database applications and word processing.
- Thinks like the client.
- Uses sound judgement.
- Proactively engages others.
- Seek opportunities to build relationships and networks.
- Be able to meet the client were there are at.
- Builds networks and partnership with clients and agencies.
- Demonstrations inclusive behaviour influences other and collaboratives.
- Adaptable to change.
- Self develops.
- Must be bondable.
- A good knowledge of the First Nation community and culture.

**EDUCATION / PROFESSIONAL REQUIREMENTS:**

- Ontario Secondary School Diploma.
- College Social Work is an asset.
- Life Skills training is an asset.
- Knowledge of the Ontario Works Directives, Policy and regime, including any regulatory changes and/or amendments is an asset.
- Comprehension of the Ontario Works Directives, Legislation and Regulations is an asset.
- Must possess a valid Ontario driver's license.

**PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicants must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicants must provide a copy of their school diploma.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND A MINIMUM OF THREE (3) REFERENCES,

by **February 14<sup>th</sup>, 2023 at 4:30 pm**

TO: Chippewas of Kettle & Stony Point First Nation,

ATTN: HR Department – **Ontario Works Caseworker**

**Email to:** [Hr.assistant@kettlepoint.org](mailto:Hr.assistant@kettlepoint.org)

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available please call Wyonna Bressette HR Assistant at 519-786-2125.*

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT