



ONEIDA NATION OF THE THAMES

ADMINISTRATION OFFICE
2212 ELM AVENUE, RR#2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Ontario Works Case Manager (Community Super Caseworker)
Term: Maternity Leave

Salary Range: TBD, based on qualifications

Posting Date: Nov 3, 2017

Closing Date: Nov 20, 2017 @ 4:30 p.m.

Summary:

The Caseworker shall assist the Welfare Administrator/Manager carry out the duties within the Ontario Works Act and Regulations. The Caseworker shall be responsible for planning, implementing, maintaining and managing various projects/programs while working with Social Assistance clients exclusively.

Qualifications:

1. University or College Diploma in Social Work/Human Services with one (1) year experience in Welfare or related Human Services; OR
2. Ontario Secondary School Diploma or Equivalent with three (3) years' experience in a Welfare or related employment field.

All candidates applying for the positions will be screened according to the Qualifications identified above.

Core Competencies:

Applicants must have proficient **KNOWLEDGE, SKILLS AND ABILITIES**, identified in the Job Profile.

1. Knowledge of Ontario Works Regulations and Directives;
2. Knowledge of Ontario works employment program and its requirements;
3. Knowledge of legislation related to other government program/benefits i.e. Canada Pension Plan, Old Age Security WSIB, Employment Insurance;
4. Ability to identify barriers to employment;
5. Excellent computer skills;
6. Excellent written and verbal communication skills.

Those passing the Screening will be scheduled for a Screening interview were assessment on Knowledge, Skills and Abilities will begin.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, Resume, three (3) Supervisory work references. (Names and telephone numbers only)

CONDITIONS OF EMPLOYMENT:

The successful candidate will be required to provide a recent (within 1 yr.) Vulnerable Police Check (VSPIC); Clean, recent (within 1 yr.) [REDACTED]

Submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue, Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930

- All applications will be screened according to the above qualifications, including a full and complete application as requested
- Must be a registered member of a First Nation as per Section 16 (1) of the Human Rights Act, preferred
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full Job (description) Profile, by contacting the Human Resources Department at 519-652-3244.