



SHAWANAGA FIRST NATION

2 Village Road, R.R. #1, Nobel, Ontario P0G 1G0

Tel: (705) 366-2526

Fax: (705) 366-2740

Ontario Works Employment Support Worker **Part-Time Permanent Position** **30 Hrs. Weekly** **Start Date: July 31, 2017**

The Employment Support Worker is responsible for the Employment Assistance service delivery of the Ontario Works Program at the First Nations level. Under the direction of the Shawanaga First Nation Ontario Works Administrator, the Employment Support Worker will provide employment and career counseling to Ontario Work recipients.

DUTIES AND RESPONSIBILITIES

- Have basic knowledge on the Ontario Works employment program and its requirements
- Assisting Administrator as necessary.
- Maintaining strict confidentiality of Client information and files.
- Ensure financial assistance eligibility
- Monitoring of participants
- Interview of clients individually, in families or in groups, to assess their situation and determine the types of employment assistance
- Assess need for assistance such rehabilitation, financial aid or further vocational training and refer client to the appropriate training
- Collect labor market information for clients regarding job openings, entry and skill requirement and other occupational information
- Identify barriers to employment and assist clients with: job readiness skills, job searching strategies, writing resumes and preparing for interviews
- Administer and interpret tests designed to determine the interest, aptitudes, and abilities of clients
- Case file maintenance at the Ontario Works standard file requirements
- Completion and monitoring of Participation Agreements
- Assist in the development and implementation of employment assistance activities described within the Ontario Works program. (Childcare, financial assistance, etc;
- Participate in case reviews with Ontario Works staff and contribute to program development and design
- Implement or refer clients to workshops, programs and community services, etc;
- Liaison with local and external service providers, employers and placement agencies

- Monitor and evaluate clients and/or participants in employment assistance activities
- Monitor and maintain client resource area
- Maintain a directory of employment, training, community services, etc;
- Maintain program statistics for purposes of evaluation and research
- Prepare employment related expense claims and/or child care expenses claims for participants and submit requests to the First Nations Ontario Works Administrator to determine eligibility.
- Broaden awareness to employers on how to incorporate Aboriginal workers into their place of employment.
- Be able to work alone and with minimal supervision.
- Presentation Skills

QUALIFICATIONS

- Grade 12 Diploma or Equivalent
- Valid Driver's License
- Proficiency in Microsoft Office Applications (Word/Excel/Power Point)
- Thorough understanding of financial reporting, budget preparations and report writing,
- Previous experience using database programs for statistical reporting and documentation
- Ability to work as part of a team or independently
- Must be dependable/reliable and committed to client services
- Must provide current Criminal Reference Check (CRC)

Interested individuals should submit their **cover letter, resume and include three recent references** and a copy of a current criminal reference check by **July 14, 2017 by 3:00 pm**

We thank all applicants for their interest; however only those considered will be contacted for an interview.

Submit to:
Marked Confidential

Tami Sweezey
2 Village Rd RR1
Nobel, ON
P0G1G0

Email: owadministrator@shawanagafirstnation.ca