



2nd Posting

Ontario Works Administrator - Fulltime Sheguiandah First Nation

Sheguiandah First Nation is seeking a motivated individual to fill a fulltime position as the Ontario Works Administrator. The Ontario Works Administrator is responsible for the management, administration and delivery of financial and employment assistance services. The Ontario Works Administrator will also be responsible for the development of client opportunities that are aimed at helping eligible participants become self-supporting through employment or self-employment while ensuring that they are able to meet their basic financial needs and for the planning and evaluation of these services.

DUTIES AND RESPONSIBILITIES

- Administer Ontario Works Social Assistance programs in accordance with legislative and policy terms/requirements
- Prepare a 2 year Service Plan and yearly Budget
- Monitors all relevant expenditures against the approved budget and recommends budget modifications
- Prepare for year end Audit and conduct necessary follow-up tasks
- Approves and authorizes payment of financial assistance entitlements and client participation cost
- Prepares and submits monthly financial claim reports for reimbursement to the Ministry of Community and Social Services and Indigenous Services Canada
- Ensuring that all operations of Ontario Works is managed in a Confidential manner
- Ensures that Ontario Works services are effectively and efficiently coordinated throughout each planning period with other relevant community-based and external services
- Consults with colleagues at other First Nation Ontario works programs in order to share and obtain general information and ideas about effective financial and employment assistance and opportunity development measures and to remain abreast of new methods/approaches
- Participates in ensuring that culturally appropriate methods of delivery of financial and developmental assistance are identified and/or developed and are incorporated into service delivery to community members where appropriate and as requested
- Assists or acts on behalf of the First Nation in relevant financial resource and policy negotiations with the Ontario Works funding agent as requested
- Assist or acts on behalf of the First Nation respecting developmental opportunities in the social assistance area
- Attend meetings and training as required by Sheguiandah First Nation

QUALIFICATIONS

- Will have a University degree or a Community College diploma in a relevant business, health and/or social services field, and/or 2 years direct service experience, or equivalent combination of education and experience
- Will be thoroughly familiar with the relevant Federal and provincial policies, legislation, regulations and/or guidelines that are relevant to the funding and delivery of Ontario Works services
- Will have a thorough knowledge of the range of relevant community-based and external programs and services available to community members
- Will be knowledgeable about the culture and the significant characteristics of the social structure and relevant human services needs of the First Nation
- Relate effectively to program management and colleagues/partner as a diplomatic and flexible team player
- Work effectively with the management and staff of other program/agencies
- Relate effectively to community members generally and to families and individuals seeking Ontario Works assistance
- Effectively plan, implement, monitor and evaluate service provision to families and individuals
- Communicate effectively in writing and verbally
- Must be able to function in a computer environment (OW database, Outlook, Word, Excel)
- Performs other related duties as determined by the Band Manager as applicable
- Must have a valid Class G driver's license and access to reliable vehicle

Interested applicants please submit your **cover letter, resume and three (3) work related reference letters**, marked by the deadline of Friday May 3, 2019 at 12:00 pm. Applicants are encouraged to request a copy of the full job description prior to submitting resume by calling 705-368-2781 ext 209 or email at marida.mcgregor@sheguiandahfn.ca

Rate of Pay: Salary Negotiable

Your application can be submitted to the following:

By mail to: CONFIDENTIAL
Lucy Ann Trudeau, Band Manager
Sheguiandah First Nation
142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

By fax to: 705-368-3697 or email to: la.trudeau@sheguiandahfn.ca

The successful applicant will be required to provide a current Criminal Reference Check (CRC) and Vulnerable Sector Report upon hire