



Beausoleil First Nation – Social Services Dept.
24 O'Gemaa Miikan, Christian Island, Ontario, L9M 0A9
Phone: (705)247-1180 Fax: (705)247-1179

DATE POSTED:
APRIL 5, 2018

EMPLOYMENT OPPORTUNITY

BFN Social Services is seeking to fill a full-time Employment Career Developer position in the Ontario Works Office. Under the direction of the Social Services Director, the employee will be primarily responsible for assisting with the delivery of Employment Assistance, and relative programming & services that fall under the umbrella of Social Services. Please contact Social Services or Human Resources for a full job description.

Preference will be given to applicants who are of Aboriginal Descent who reside within the Beausoleil First Nation Territory.

Job Title: Employment Career Developer

Qualifications & Experience:

1. Educational and experience preference is a graduate of a two-year Social Services diploma with employment experience, and/or a graduate of a relative diploma/field with a combination of certificate based program(s) with work experience in a public service setting.
2. Knowledge of the Ontario Works Program, with a special focus in Employment Services and/or willingness to complete intense training in the delivery of Ontario Works
3. Excellent communication which includes verbal communication and competency in English usage: spelling, grammar and punctuation.
4. Practical experience with Microsoft Office Suite (PowerPoint, Excel, Word and Outlook), and experience using client/case management database/software
5. Experience in a community oriented environment considered an asset.
6. Candidate must be very organized and able to prioritize tasks.
7. Ability to perform caseworker duties without immediate and constant supervision.
8. Must be friendly, personable and able to build harmonious working relationships with Ontario Works participants, co-workers and the general public.
9. Ability to exercise good judgment in recognizing scope of authority and protecting confidential information is a critical function.
10. Must be able to provide a clear Criminal Reference Check (CPIC)/Vulnerable Sector Screening

Duties (not an exhaustive list):

1. Complete and process intakes, applications for employment assistance, and additional programs managed by Social Services
2. Deliver department employment & training related programming & services as required.
3. Perform administrative duties and complete tasks relative to program department.
4. Manage assigned caseload, provide employment counseling, and develop training initiatives that meet both clientele and community needs, and meet overall program objectives
5. Utilize current technology to complete case management, manage case files, and record statistics.
6. Comply with federal, provincial, and local legislation, regulations, policies and procedures, under which Beausoleil First Nation & the Ontario Works Program operates
7. Meet with potential stakeholders in the creation of new employment support and personal development initiatives.
8. Develop and maintain an annual work plan, further, develop and maintain monthly, quarterly, and annual activity reports; provide presentations to clientele and community as required, and prepare submissions for the monthly community newsletter, as part of enhancing community engagement process

Rate of Pay: DOQ/DOE (as Per BFNSS Salary Grid)
Hours of Work: 35 Hours/Week
Duration: Permanent position (subject to probationary evaluation)
Closing Date: Thurs. April 19, 2018 @ 4:30pm
Supervisor: PJ Sandy - Social Services Director

Applications can be submitted via email, fax, mail, or in person to the attention of Virginia Sandy, Human Resources Dept., BFN Administration Office, 11 O'Gemaa Mk., Christian Island, ON, L9M 0A9, Email: jobs@chimnissing.ca; Tel: (705)247-2051, Fax: (705)247-2239;

Applications must consist of the following: **Cover Letter, Current Resume, 2 Employment Reference Letters.**

Your application package must be clearly marked with the name and position you are applying for.

We thank all who apply; however only those selected for an interview will be contacted.