



## Beausoleil First Nation

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Posted: December 18, 2024

### Case Worker-Term Contract

Beausoleil First Nation is seeking a dynamic, organized leader that fosters teamwork to fill the Ontario Works Case Worker. **Preference will be given to persons of aboriginal decent.**

#### Qualifications:

- The successful applicant will possess a 2-year Native Social Work Diploma
- with employment experience or high school graduate with a combination of certificate-based program ONWAA with
- 2 years experience working in a public setting.
- Must be very organized and able to perform required tasks professionally with minimal supervision and direction.
- The ability to encourage communication and to communicate effectively electronically, written and verbal.
- Thorough computer knowledge in Microsoft Office Suite (PowerPoint, Excel, Word and Outlook).
- Experience in a demanding community-oriented environment considered an asset.
- A clear Criminal Reference Check and Vulnerable Sector Search is required.

#### Duties:

The Case Worker will be responsible for determining eligibility of Ontario Works. The Worker will provide the initial application and intake of potential recipients and provide client referral services to the Employment Career Developer to assist eligible Ontario Works participants with services to increase employability. The case worker will provide consistent, reliable, timely and accurate reports. The ability to understand and administer the program's resources in compliance with the Ontario Works Policy and Procedures and Beausoleil Ontario Works Service Plan. The case worker will perform additional functions as directed by Social Services Manager. Must maintain confidentiality with respect to all confidential Ontario Works client information.

#### Other: DOQ/DOE

Applications can be delivered to the BFN Administration Building, Beausoleil First Nation, 11 O'Gemaa Miikan, Christian Island, ON L9M 0A9 or email in Word format to [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) or Fax: 705-247-2239 no later than:

**Closing Date: Wednesday January 8, 2025 at 4:30pm**

Applications shall be delivered to Front Desk- Administration Building. Applications to consist of: **Resume, Cover Letter and Three (3) Employment Reference Letters.** The successful candidate will be required to submit a clean CPIC. We thank all for applying, however, only those selected for an interview will be contacted. All packages must be sealed and marked "**Confidential- Ontario Works Case Worker**" addressed to the attention of: Human Resource Manager [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca). A complete job description is available from Helen Copegog at 705-247-2051. Ext 238