



# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### INCOME AND EMPLOYMENT CASE WORKER

---

<b>PROGRAM AREA:</b>	ONTARIO WORKS
<b>POSITION TITLE:</b>	INCOME AND EMPLOYMENT CASE WORKER
<b>REPORTING PROTOCOL:</b>	REPORTS TO DIRECTOR OF ONTARIO WORKS

---

**POSITION SUMMARY:** The Income and Employment Case Worker is responsible for the collection of client information as well as the eligibility decision making associated with applications taken under the Ontario Works Act and other programs as designated by the Ontario Works Department of Kettle & Stony Point First Nation. Financial Assistance, continuation of eligibility and employment counselling.

#### **EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Minimum Grade 12 with a combination of skills and experience equivalent to:
- Graduation from a post-secondary program in Social Services or related fields is an asset.

#### **SKILLS REQUIRED:**

- Knowledge of Ontario Works Regulations and any legislation pertaining to Employment Assistance and Participation.
- Oral and written communication skills to deal effectively with clients, colleagues and the public by phone, computer and in person. Convey messages and information in a clear and concise manner using correct terminology. Receive and send electronic messages.
- Willingness to participate in relevant training initiatives as required by supervisor, as legislation is amended on a consist basis.
- Must exhibit good analytical, organizational and communication skills.
- Tact and Interpersonal skills and client centred customer service skills, including effective listening and self-control techniques to elicit information from a diverse clientele and the ability to deal effectively with a high volume of clients with disabilities through a variety of communication mode i.e. face-to-face, phone and computer.
- Judgement and impact of errors to determine sensitivity of information being requested, provide appropriate messages and information, and apply polies/procedures when providing information.
- Assess the nature of inquiries and refer more complex inquires to other staff and urgent/sensitive/contentious inquires /issues to manager.
- Must be punctual and maintain good attendance.
- Knowledge of policies and procedures in relation to Ontario Works program.
- High Level of sensitivity to community issues.
- Planning and implementing appropriate programming for Ontario Works clients.

#### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code,

and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.

- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
CLOSING DATE – JANUARY 22<sup>nd</sup>, 2024, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: **HR – OW Income and Employment Case Worker**

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT