

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

## JOB POSTING

**Position:** Program Support Worker  
**Term:** Permanent Full-Time  
**Department:** Prevention Services  
**Division:** Community and Social Services  
**Salary:** Competitive salary range  
**Hours:** 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., flexible to align work schedule with program requirements which will include some evenings, weekends, and statutory holidays

**Posting Date: September 25, 2024**

**Closing Date: October 8, 2024 at 4:30p.m.**

### **JOB SUMMARY:**

The **Program Support Worker** is pivotal in ensuring the smooth operation of the office by providing comprehensive administrative support to the Prevention Services Program. This position will ensure all new referrals received from Child Welfare/Child Well-Being agencies, the First Nations/Band Representative Program, Jordans Principle Program and any other service provider or self referral will be accurately assessed and assigned to the Prevention Services Workers and tracked for service progress.

### **QUALIFICATIONS:**

1. Grade 12 Diploma or equivalent.
2. Post-Secondary Diploma in Office Administration or related field is preferred.
3. Minimum of 1 year work experience as an administrative assistant or in a clerical capacity.
4. Experience working with First Nation children, youth, and families.
5. Demonstrate a high level of integrity, good judgment, and ability to maintain appropriate confidentiality.
6. Proficient computer skills including knowledge of Microsoft Office applications.

### **MANDATORY DOCUMENTATION WITH APPLICATION:**

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

### **REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:**

1. The successful candidate must submit a recent Vulnerable Sector Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

**Submit all mandatory documentation to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

**To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email**

**[hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

“People of the Standing Stone”

[www.oneida.on.ca](http://www.oneida.on.ca)