

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
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SOUTHWOLD, ONTARIO  
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## JOB POSTING

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

**Posting Date: April 30, 2025**

**Closing Date: May 14, 2025, at 4:30p.m.**

### JOB SUMMARY:

The **Program Support Worker** provides essential administrative support to the Youth Services/Post Majority Care program. This role is responsible for tracking all new referrals, ensuring they are accurately recorded and assigned to the appropriate Youth Wellness Workers, and monitored for service progress.

The Program Support Worker also ensures that all required supplies and service requests are processed efficiently and accurately, minimizing any delays in service delivery.

### EDUCATION:

1. Grade 12 Diploma or equivalent is required.
2. Post-Secondary Diploma in Office Administration or related field is preferred.

### EXPERIENCE:

1. At least one year of work experience as an administrative assistant or in a similar clerical role.
2. Demonstrated experience working with First Nation children, youth, and families.
3. Must demonstrate strong integrity, sound judgment, and the ability to maintain confidential information appropriately.
4. Proficient computer skills including knowledge of Microsoft Office applications.
5. Valid Class "G" driver's license and use of company vehicle is required.

### 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 valid Class "G" driver's license and a recent driver abstract (completed within a 30-day timeframe), **at their own expense**.
3. 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 interviews 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).**