

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
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SOUTHWOLD, ONTARIO  
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## JOB POSTING

**Position:** Case Manager  
**Term:** Permanent Full-Time  
**Department:** Ontario Works  
**Division:** Community and Social Services  
**Salary:** Competitive salary range  
**Hours:** 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

**Posting Date: October 28, 2025**

**Closing Date: November 12, 2025, at 4:30p.m.**

### JOB SUMMARY:

The **Case Manager** administers the Ontario Works program at the First Nation level, supporting clients through case management, life stabilization, and career counselling. This role ensures compliance with the Ontario Works Act and Regulations.

Key responsibilities include assessing client needs, determining eligibility for financial assistance, managing caseloads, developing action plans, and referring clients to employment, training, or community resources.

The Case Manager maintains accurate records, ensures confidentiality, and provides guidance on job readiness and employment strategies.

### EDUCATION:

1. Bachelor of Social Work (BSW) is preferred.
2. Candidates with a Post-Secondary Diploma in Social Service Worker, Human Services, or a related field may also be considered.

### EXPERIENCE:

1. Minimum 2 to 3 years of relevant experience in social services, case management, employment counselling, or community-based support programs.
2. Experience working with First Nation communities is preferred.
3. Must demonstrate integrity, sound judgment, and the ability to maintain strict confidentiality.
4. Proficient computer skills, including working knowledge of Microsoft Office applications (Word, Excel, Outlook, etc.).

### MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
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 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).**