

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: Intake and Assessment Worker (2 positions)
Term: Permanent Full-Time
Program: Child and Family 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., must be flexible to align work schedule with program requirements which will include some evenings, weekends, and statutory holidays

Posting Date: November 13, 2025

Closing Date: November 27, 2025, at 4:30p.m.

JOB SUMMARY:

The **Intake and Assessment Worker** is responsible for screening and preparing all new referrals received from Child Welfare and Child Well-Being agencies for assignment to the Band Representative Investigation Worker.

In addition, the Intake and Assessment Worker will screen and prepare all referrals received internally, externally, or through self-referral to ensure they are directed to the appropriate program. Programs include Band Representative, Customary Care, Prevention, Youth Services, Post-Majority Care, and Jordan's Principle.

The Intake and Assessment Worker will also handle all inquiries, provide brief supports and information when a full case assignment is not required, and ensure a seamless process for individuals seeking or referred for services.

Referrals and inquiries may be received by telephone, email, or in person (including walk-ins).

EDUCATION:

1. Bachelor's Degree in Social Work is preferred.
2. Candidates with a Post-Secondary Diploma in Social Service Worker or those with equivalent or related educational qualifications may also be considered.

EXPERIENCE:

1. Extensive experience in a comparable role, with proven expertise in program delivery, client intake, referral processes, and community support services.
2. In-depth knowledge of the Oneida Nation of the Thames community and its programs.
3. Demonstrated ability to exercise integrity, sound judgment, and maintain confidentiality in all professional interactions.
4. Strong organizational and time-management skills, with the ability to manage multiple priorities effectively.
5. Proficiency in computer applications, including Microsoft Office, with experience maintaining accurate client records and databases.

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 a 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.

- 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.