

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
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JOB POSTING

Position: Employment Support Worker
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., must be flexible to align work schedule with program requirements which may include some evenings, weekends, and statutory holidays

Posting Date: March 2, 2026

Closing Date: March 16, 2026, at 4:30p.m.

JOB SUMMARY:

The **Employment Support Worker** is a client-focused, front-line support role that works in collaboration with the Employment System Navigator to assist Ontario Works participants in preparing for employment and education. This position provides support to participants by encouraging engagement, identifying strengths and interests, and connecting clients to appropriate programs, activities, and training opportunities that enhance employability.

The Employment Support Worker meets with clients to recommend employment-related programming, assist with participation agreements, and support clients in overcoming barriers to employment. The role plays an active part in program delivery by assisting with workshop preparation, coordinating supplies and set-up, tracking attendance, and maintaining accurate client files in accordance with Ontario Works standards.

The Employment Support Worker also provides administrative and communication support, responds to participant inquiries, and assists with data collection and reporting.

This role requires strong interpersonal skills, cultural awareness, and a supportive approach to client engagement while maintaining confidentiality and professionalism.

EDUCATION:

1. A Post-Secondary Diploma in Social Service Worker, Human Services, or a related field.

EXPERIENCE:

1. Minimum 1 to 2 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.

- 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.