

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
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JOB POSTING

Position: Employment System Navigator
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 System Navigator** is a client-focused professional responsible for supporting Ontario Works participants in achieving meaningful employment and educational outcomes. This role works directly with individuals and families to assess needs, identify and address barriers to employment, and deliver tailored programming that enhances employability, life stabilization, and self-confidence.

The position plans, coordinates, and delivers employment readiness workshops, training certifications, and culturally relevant activities. Acting as a knowledgeable resource, the worker assists clients in navigating education and employment funding, accessing community and government supports, and understanding labour market opportunities.

Through effective case management, collaboration with Ontario Works staff and community partners, and strong administrative oversight, this role ensures program compliance, accurate reporting, and positive client experiences.

The successful candidate will demonstrate excellent communication, cultural awareness, organizational skills, and a commitment to professional development while representing the organization in a respectful, professional, and client-centered manner.

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 of 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.

- 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.