

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
Fax: (807) 876-2757

EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

ONTARIO WORKS CASE WORKER

Duties and Responsibilities

- Processing of all incoming email and faxed documents through shared mailboxes.
- Ensure integrity and accuracy in filing of documents.
- Accurately update claims files based on new information provided.
- Calculate reserves as per established guidelines.
- Contact providers and clients for updated costs as required.
- Review new claims against the medical guidelines provided to determine if the case meets criteria to be assigned for active case management.
- Assign a case coordinator by consulting the distribution guidelines and availability.
- To provide a resource to residents, consistent with individual program.
- To assist in program planning and delivery.
- To work cooperatively with program staff to ensure consistent service delivery to the residents and program follow-up.
- To perform other duties, as required by the Manager and Director of Operations from time to time.

Accountability

Case worker is accountable to and under direct supervision of Ontario Works Manager.

Education and Skill Requirements

Education and Experience

- Minimum High school diploma, GED, or equivalent.
- At least 2 years related work experience.
- Experience working in a First Nation Organization.
- Strong skills in office software such as Microsoft Outlook, Excel, and Word

Mandatory Requirements

- Must have a valid driver's license and access to reliable transportation.
- Satisfactory Police Criminal Background Check

Desirable Skills

- Excellent interpersonal and relationship building skills to foster relationships with tenants.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to participate in skill-related upgrading.
- Ability to work independently and keep up with day-to-day communication with supervisor.
- Excellent verbal, written, presentation and record-keeping skills.

Location: Long Lake #58 First Nation

Interested applicants are encouraged to submit a cover letter, resume, and references to: careers@longlake58fn.ca.

NOTE: No phone Calls