

Long Lake #58 First Nation

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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.

EMPLOYMENT CASE WORKER

Long Lake #58 First Nation is currently seeking a Employment Case Worker. The Employment Case Worker is responsible for supporting clients with employment-related services while also assisting with basic finance, reporting, documentation, and administrative functions. This position requires strong organization, confidentiality, accuracy, and the ability to work respectfully with community members, staff, and external agencies.

Duties and Responsibilities

- Meet with clients to review employment needs, goals, barriers, and available supports.
- Assist clients with employment-related forms, applications, resumes, job search activities, and referrals.
- Support clients in accessing training, employment programs, and community resources.
- Maintain accurate client files, records, notes, and documentation.
- Assist with program intake, eligibility reviews, follow-up, and case planning.
- Prepare, review, organize, and submit required documents, reports, and correspondence.
- Assist with basic finance-related duties, including purchase requests, invoices, cheque requisitions, payment tracking, and related documentation.
- Work with the Finance Department to ensure required paperwork is complete, accurate, and submitted in a timely manner.
- Track program expenditures, client supports, and related financial information as directed.
- Maintain confidentiality of client, employee, program, and financial information.
- Communicate with clients, employers, service providers, training organizations, and government or funding agencies as required.
- Assist with scheduling appointments, meetings, interviews, and follow-up meetings.
- Support the preparation of monthly, quarterly, annual, or funding-related reports.
- Maintain organized manual and electronic filing systems.
- Attend meetings and training sessions as required.
- Follow Long Lake #58 First Nation policies, procedures, and workplace expectations.
- Perform all other related duties, as assigned.

Accountability

The Employment Case Worker is accountable to, and is under the day-to-day supervision of, the Ontario Works Manager or designate.

Education and Skill Requirements

Education and Experience

- Post-secondary education or training in office administration, finance, social services, employment services, business administration, or a related field is considered an asset.
- Previous experience in employment supports, case management, social services, community programming, finance administration, or office administration is considered an asset.
- Experience working with client files, records, financial documentation, reporting, and confidential information is considered an asset.
- Experience working in a First Nation or Indigenous community is considered an asset.
- Valid driver's license and access to reliable transportation is considered an asset.
- Equivalent combinations of education, training, and experience may be considered.

Desirable Skills

- Strong organizational and time-management skills.
- Good written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Good computer skills, including Microsoft Word, Excel, email, and electronic filing systems.
- Ability to prepare accurate records, forms, reports, and correspondence.
- Strong attention to detail, especially with financial and client documentation.
- Ability to work respectfully with clients, staff, leadership, and external agencies.
- Understanding of employment supports, case management, social services, or community programming is considered an asset.
- Basic understanding of finance, invoices, purchase orders, cheque requisitions, or administrative finance processes is considered an asset.
- Ability to work independently and as part of a team.
- Reliable, professional, and able to meet deadlines.

Location: Long Lake #58 First Nation

Rate of Pay: \$22.00 per hour

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED