

# Long Lake #58 First Nation

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



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## Permanent Full-Time Case Worker

Under the direction of the Ontario Works Administrator, the Ontario Works Caseworker will be responsible for the delivery of a wide range of services and supports to social assistance recipients that will recognize and resolve various issues that could create barriers to employment through the Ontario Works Program.

### **QUALIFICATIONS:**

- Must have a Post Secondary Degree or Diploma in Social Work, Human Services and/or a related field.
- Experience in counselling, workshop design and delivery and facilitation considered an asset.
- Excellent working knowledge of, and commitment to, community-based programs and services
- Working knowledge of computer-based data management programs for administrative purposes.
- Must have excellent public relations, including an appreciation of the need for confidentiality, tact, discretion
- and a positive cheerful and informed approach with the community and public.
- Must have knowledge and/or experience with the culture, history and customs of Anishnaabe, or willingness to learn.
- Must have CPR/First Aid or willing to obtain.
- Required "G" Driver's License and access to a reliable insured vehicle.

### **REQUIRED SKILLS AND ABILITIES:**

- Knowledge of Ontario Works directives (Participation and Delivery)..
- Ability to work under pressure.
- Skilled in note taking, client file management, and record keeping.
- Exhibits high degree of initiative and self-direction; good analytical, organizational, and communication skills.
- Excellent interpersonal skills to work well in a team environment and work with clients on an individual basis.

- Strong interest in social development issues.

#### **DUTIES INCLUDE:**

- Assisting in the delivery of Ontario Works program for the people of Long Lake #58 First Nation under the provisions of the Ontario Works Act.
- Responsible for the delivery of Ontario Works program Assist people in temporary financial need to find sustainable employment and achieve self-reliance through the provision of effective integrated employment services and financial assistance.
- Assessing the need for additional assistance, such as rehabilitation, retraining, and financial assistance and refer clients to the appropriate service providers.
- Responsible for receiving and processing applications, including interviewing clients and making home visits, as required.
- Completion and Monitoring of Participation Agreements through case management of Ontario Works recipients when needed.
- Referring clients to both on and off reserve employment resources to assist in attaining employment goals.
- Developing a running referral centre for clients and caseworkers to access, including identifying community
- resources that will support clients.
- Maintaining and organizing a caseload to ensure legislative requirements are met and services provided.
- including employment planning, case management and placement into training and employment.
- Conducting case conferences and meetings when requested.
- Completing applications for various classes or assistance/programs, documenting and verifying information.
- Providing consulting services to community groups and agencies, business and industry, and to other
- organizations involved in providing community-based career planning resources.
- Assisting with the development of Employment Assistance Guidelines and Participation Requirements non-compliance and referrals.
- Coordinating and/or facilitating workshops and training that will be made available to Ontario Works participants.
- Developing required reports for submission and makes presentations for staff meetings as required.
- Other duties as required.

The successful candidate must provide a current CPIC with Vulnerable Sector Check prior to employment.

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references to [Careers@longlake58ff.ca](mailto:Careers@longlake58ff.ca), Open until filled

Human Resources Manager  
Long Lake #58 First Nation  
[Careers@longlake58fn.ca](mailto:Careers@longlake58fn.ca)