



**SHEGUIANDAH FIRST NATION**  
**JOB POSTING**

<b>POSITION</b>	<b>Ontario Works Administrator</b>
<b>LOCATION</b>	<b>Sheguiandah First Nation</b> - Administration Office
<b>ACCOUNTABILITY</b>	Director of Operations/Band Manager
<b>EMPLOYMENT STATUS</b>	Full-Time (35 hours/week)
<b>HOURS OF WORK</b>	Regular Office Hours (8:30-4:30pm) Some weekends and after-hours
<b>PREFERENCES</b>	Person of Indigenous descent/ Sheguiandah First Nation Band Member
<b>TENTATIVE START DATE</b>	ASAP

**JOB PURPOSE**

*Sheguiandah First Nation is seeking one individual who is eager to work, possesses a good work ethic, is a great team player, takes pride in the work that they do, and is interested in making a difference in the clientele that they serve.*

Under the supervision of the Band Manager, the Ontario Works Administrator is responsible for the management, administration and delivery of all aspects of the financial and employment assistance services for Sheguiandah First Nation community members.

**Essential Functions**

- Administer Ontario Works Social Assistance programs in accordance with legislative and policy terms/requirements
- Prepare a 2-year Service Plan and yearly Budget, and monitor all relevant expenditures against the approved budget and recommend budget modifications
- Approves and authorizes payment of financial assistance entitlements and client participation cost, upholding client information in the most Confidential manner
- Prepares and submits monthly financial claim reports for reimbursement to the Ministry of Community and Social Services and Indigenous Services Canada, as well as prepare for annual year-end Audit
- Ensures that Ontario Works services are effectively and efficiently coordinated throughout each planning period with other relevant community-based and external services
- Consult with colleagues at other First Nation Ontario works programs in order to share and obtain general information and ideas about effective financial and employment assistance and opportunity development measures and to remain abreast of new methods/approaches
- Participate in ensuring that culturally appropriate methods of delivery of financial and developmental assistance are identified and/or developed and are incorporated into service delivery to community members where appropriate and as requested
- Assists or acts on behalf of the First Nation in relevant financial resource and policy negotiations with the Ontario Works funding agent as requested, as well as in respect to developmental opportunities in the social assistance area
- Attend meetings and training as required by Sheguiandah First Nation

**Qualifications**

- Will have a University degree or a Community College diploma in a relevant business, health and/or social services field, and/or 2 years direct service experience, or equivalent combination of education and experience
- Will be thoroughly familiar with the relevant Federal and provincial policies, legislation, regulations and/or guidelines that are relevant to the funding and delivery of Ontario Works services
- Will have a thorough knowledge of the range of relevant community-based and external programs and services available to community members, as well as about the culture and the significant characteristics of the social structure and relevant human service needs of the First Nation
- Work and relate to effectively with the management and staff of other program/agencies, to community members
- Communicate effectively in writing and verbally, with management, co-workers and other programs / agencies
- Must be able to function in a computer environment (OW database, Outlook, Word, Excel)



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### Other Requirements:

- Must provide a clear Police Records Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel

**Criminal Reference Check (CRC) Rationale:** Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

### Confidential: Ontario Works Administrator

c/o Human Resources

[Hr@sheguiandahfn.ca](mailto:Hr@sheguiandahfn.ca)

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact [hr@sheguiandahfn.ca](mailto:hr@sheguiandahfn.ca) or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.