



Employment Opportunity

ONTARIO WORKS CASEWORKER

Permanent – Full-time (37.5 hours a week)

Reporting To: Health and Social Director

Overview:

Reporting to the Health and Social Director, the Ontario Works Caseworker is responsible for administering both the Ontario Works and Medical Transportation programs. This position will also support the overall health and wellness of the community by participating and contributing to other community-based programming as needed.

Key Duties and Responsibilities:

- Working directly with applicants for the purposes of completing all forms required to process requests for assistance.
- Explaining to applicants their rights and obligations under all applicable regulations.
- Making appropriate referrals to help clients obtain available and applicable supports.
- Understand and apply all applicable legislation, regulations, department policies, and government guidelines in administering available supports.
- Consulting with supervisors in situations where procedures are not established.
- Promptly assisting applicants who qualify for financial assistance.
- Promptly notifying and explaining to all applicant any issues identified with their eligibility for supports.
- Deliver department program services which include:
 - Assessing client's employability, job readiness and other needs.
 - Directing client towards achievable goals.
 - Obtaining consensus with client towards an effective action plan.
 - Referring client for other appropriate services and/or benefits.
- Develop and maintain good working relationships with staff, clients, the public, and all external partners.
- Work with community residents to provide financial supports where applicable under the Medical Transportation Program.

- Assist and contribute to delivery of other community-based programming supporting the overall health and wellbeing of the community as requested by your direct supervisor.
- Complete all activity based reporting required by the direct supervisor and program funders.
- Comply with all internal office procedures and policies.
- Attend staff meetings as required.
- Participate in team activities as requested by direct supervisor.

Skills and Knowledge Requirements:

- Experience delivering Ontario Works supports; or relevant education and/or training in the delivery of social services.
- Well-developed organizational, communicative, interpersonal, time management and analytical skills.
- High level of initiative and self-direction.
- Ability to work in a team environment.
- Must be reliable, dependable, and committed to maintaining confidentiality.
- Non-judgmental and positive approach to all service users.
- Self-awareness of own limiting factors that may impact job performance

Other Requirements:

- Must be able to work flexible hours when needed for community programming purposes.
- Must have a valid Ontario Class "G" license and access to a vehicle.

Terms of Employment:

This is a full-time position beginning immediately. Hourly wage will be based on qualifications and experience.

Application:

Please submit a resume and cover letter detailing how you meet the requirements of the position to Joanne Contant:

Email: HR@wahtamohawks.ca

Mail: P.O. Box 260
Bala, Ontario
POC 1A0

Phone: (705) 762-2354 ext. 227 Fax: (705) 762-2376

Deadline for applications **September 4th, 2020 at 4:00 pm**. Late applications will not be accepted.

All qualified candidates are encouraged to apply, however, members of the Wahta Mohawks and Indigenous applicants will be given priority and are asked to self-identify. Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) before commencing work.