



Administration Office
289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
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Executive Services
279 Jubilee Road
Muncey, ON N0L 1Y0
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Community Centre
533 Thomigo Road
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telephone: 519.289.2957
fax: 519.289.2883

toll-free: 1.800.298.7137
www.munsee.ca

EMPLOYMENT OPPORTUNITY TERM POSITION ONTARIO WORKS ADMINISTRATOR

TERM: APRIL TO DECEMBER 2023
SALARY: TBD based on experience & qualifications.
POSTING DATE: **March 13, 2023**
CLOSING DATE: **OPEN UNTIL FILLED**

JOB SUMMARY:

The Ontario Works Administrator reports to and works under the direction of the Nation Manager.

Purpose and Scope of the position:

Reporting to the Ontario Works Delivery Agent (Stepping Stones Support Services), the Ontario works administrator determines eligibility for financial and employment assistance related to the needs of the individuals and families while maintaining confidentiality.

To assist the Nation Manager in the performance of statutory, operational, and advisory duties related to the Ontario Works and Employment assistance within the policies and procedures established by the Munsee-Delaware Nation.

DUTIES AND RESPONSIBILITIES: Full Position Description is available. Please call 519 289-5396 ext. 235 or email employment@munsee.ca to request a copy.

Statement of Qualifications:

1. University Degree or Post Secondary Diploma in Social Services, Education or Human Resource Management or equivalent education and experience;
2. Two years' experience in Welfare or employment field and counselling;
3. Good organization, problem solving, and decision-making skills;
4. Knowledge of the Ontario Works regulations, the Ontario Disability Support Program and First Nation Initiatives;
5. Knowledge of the GWA Calculator software program and the ability to use several

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different software programs for research and administrative purposes;

6. Ability to interview, assess client's needs, provides advice effectively, provide/assess employment opportunities, write concise and accurate reports, understand and apply relevant legislation;
7. Ability to work both independently and within a team-oriented organization.
8. Must be committed to always ensure the highest level of confidentiality.

REQUIREMENTS

1. The successful candidate will provide a current VS-CPIC and Driver's Abstract at own expense, prior to starting employment
2. Must possess at minimum, a valid Ontario G Drivers' license and be willing to travel.
3. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.)

Interested Applicants: Please mail, email or fax your resume, cover letter, copy of your qualifications, and three current work-related reference letters. 1 -character reference and other supporting documentation in a sealed envelope marked "Ontario Works Administrator Application" to:

Human Resources Coordinator
Munsee-Delaware Nation
289 Jubilee Road
Muncey, Ontario
N0L 1Y0
Email: employment@munsee.ca
Or Fax: 519-289-5156

All submissions will be screened according to the above qualifications Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act, is a preference.