



## EMPLOYMENT OPPORTUNITY

# ONTARIO WORKS ADMINISTRATOR

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Ontario Works Administrator** to join our Administration. The Ontario Works Administrator reports to the Director of Finance/Administration and is responsible for the financial management and administration of the Social Assistance Program to ensure effective, efficient and accurate operations in accordance with the Ontario Works (OW) directives and current legislation. The Ontario Works Administrator is also responsible for assessing eligibility requirements of applicants seeking assistance based on the Ontario Works Act. This position requires exceptional organizational and interpersonal communication skills.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **MAIN RESPONSIBILITIES**

The Ontario Works Administrator will be responsible to:

- Research, develop and plan OW program structure and seek and apply for program funding
- Assist in the coordination and delivery of workshops, info sessions and other Social Assistance Program events
- Carry out interviews and complete applications to assess and determine eligibility of clients under the Ontario Works Act
- Refer and help clients apply for other available sources of income including CPP, EI, ODSP, etc.
- Connect with external agencies and program sponsors to develop employment opportunities for OW clients
- Maintain a broad knowledge of local resources available to assist clients in achieving goals
- Build and maintain trusting and supportive client relations
- Prepare and send written correspondence to clients
- Conduct annual reviews to ensure on-going client eligibility and facilitate and monitor operation for an effective appeal process
- Monitor client's monthly expenditures on bill payments and provide budget assistant in accordance with policies and procedures as required
- Order and purchase appliances, beds and other approved items for eligible clients
- Prepare funding submissions for reimbursement
- Provide current information to clients related to available services including changes to existing services
- Monitor and verify the monthly client reporting requirements and ensure adherence to applicable policies and legislation
- Ensure all Ministry reporting requirements are met in a timely manner, including the completion and submission of all required agency forms, agreements, budgets and reports
- Behave in a professional manner when acting as a representative of Henvey Inlet First Nation
- Develop and maintain professional working relationships with external agencies and program sponsors including but not limited to Aboriginal Affairs and Northern Development Canada (AANDC), Indigenous Services Canada (ISC), Employment and Social Development Canada (ESDC), Ministry of Community, Children and Social Services (MCSS), Canada Revenue Agency (CRA)
- Liaise and consult with the Ministry Program Supervisor on issues and available opportunities to enhance the OW program
- Ensure the ongoing assessment of community needs are identified and appropriate adjustments to program goals and objectives are recommended
- Ensure newly revised services based on prior assessment and recommendations are implemented where possible
- Liaise with federal and provincial representatives and other First Nations on OW negotiations and update the Director of Finance/Administration and Chief and Council on new negotiation developments
- Work collaboratively and cooperatively with all community professionals, departments and colleagues including Economic Development and Finance

- Prepare and monitor annual program budget and present quarterly program financial reports to the Director of Finance/Administration
- Prepare full briefing notes for the Director of Finance/Administration and Chief and Council on program issues and concerns
- Develop and maintain accurate, up-to-date and concise work files
- Create and maintain a secure filing system with gathered information on all clients accessing support services in accordance with PIPEDA regulations
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in external continuous learning opportunities that affect the delivery of the OW program and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- Post-secondary degree or diploma in Social Services, Human Services or other related field
- 3-5 years of experience working in a social services setting, preferably managing the delivery of income maintenance and employment programs
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current and satisfactory Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Full understanding of the Ontario Works Social Assistance Program, the Ontario Works Act, and other relevant legislation and government programs
- Excellent financial literacy and working knowledge of financial processes
- Ability to process financial transactions for clients per OW regulations
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients, community agencies and affiliates
- Ability to mentor clients and intervene when additional support services and referrals are needed
- Knowledge of relevant community-based, and external support programs and services available
- Strong public speaking and advocacy skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Ability to collaboratively with colleagues in all departments to support client needs
- Strong computer and typing skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Willingness to travel for work when needed
- Willingness to work flexible hours, including on-call, evenings and weekends when requested

## **HOURS OF WORK**

Full-Time – 35.5 hrs/week

## **REMUNERATION**

Negotiable based on experience

**START DATE**

As soon as possible

**APPLICATION DEADLINE**

April 10, 2023

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.