



## JOB POSTING

**Title:** Ontario Works/Social Services Administrator  
**Reports to:** Band Administrator  
**Terms:** Permanent Full-Time Position  
**Hours:** 35 hours per week  
**Salary:** \$58,000 - \$63,000 per annum dependent on qualifications  
**Location:** Social Services Building – Saugeen First Nation

### Job Summary:

As appointed by the Ontario Works, the Saugeen First Nation Social Services Administrator will manage the delivery of the Saugeen First Nation Ontario Works and other Social Services Programs to the residents of Saugeen First Nation while adhering to the guidelines, policies, and regulations of the funding agencies i.e.; Ministry of Community and Social Services (MCSS), Ministry of Health and Long-Term Care (MOH), and Indigenous and Northern Affairs Canada (INAC), in addition to the administrative policies and procedures established by Chief and Council and directed by the Band Administrator.

### Duties and Responsibilities:

- Manage and administer the operations of the Ontario Works related services, according to all established regulations and standards.
- Manages and Supervises the Ontario Works/Social Services Program workers.
- Oversees the financial operations of the Ontario Works program under the Ministry of Community and Social Services guidelines.
- Recommend and arrange long term assistance programs, where required, and approve short term assistance.
- Works closely with the Ontario Disability Support Program.
- Applies for and administers the National child Benefit Program and Ontario Energy Fund.
- Makes referrals to a number of agencies i.e., Women's Shelters, Counselling Services, Legal Aid, Family court, etc.
- Monitors program budgets and funds in cooperation with the Ministry of Community and Social Services, Indigenous and Northern Affairs Canada, and Saugeen First Nation Finance Department and Financial Auditors.
- Ensures the maintenance of accurate documentation and reports.
- Represents Saugeen First Nation regarding legal issues (police investigations, Ontario Works/Ontario Social Benefits Tribunals, legal clinics, etc.)
- Provide strong leadership and mentoring to the Ontario Works staffing complement.
- Travel will be an essential requirement for this position.

### Qualifications:

- Successful completion of a post-secondary education with a Diploma/Degree in Social Services program or related field.
- Relevant 3 years of experience in a Social Services field with supervisory duties are required. First Nation experience would be an asset.
- Knowledge of the Ontario Works Program.
- Knowledge of Employment/Ontario Disability Support and other Social Services programs.
- Knowledge of other relevant community/department/social services of Saugeen First Nation #29.
- Knowledge of other relevant Social Services programs as it relates to First Nations in Ontario.
- Budgets and Financial Management experience required.
- Ability to maintain a professional public image representing Saugeen First Nation.
- Possess good analytical and organizational skills.
- Possess good written and verbal communication skills.
- High degree of computer skills.
- Possess research skills and fact finding skills.
- Ability to prioritize, conceptualize and multi-task to complete deadlines.
- Must be sensitive to issues encountered by the client group.
- High respect for confidentiality.
- High level of tact and discretionary capabilities.
- Must exhibit high degree of initiative and self-direction.
- Valid Ontario Driver's License is mandatory with own transportation and valid insurance, with a willingness to travel.
- Must be punctual and dependable, with a strong desire to work.
- Must demonstrate professionalism through the performance of duties.
- CPIC and Clear Vulnerable Sector as a condition of hiring.
- Abide by the policies of Saugeen First Nation.

### Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers (one must be current or most recent employer)

**DEADLINE DATE: Friday October 13, 2017 @ 4:00 p.m.**

(\*No Late Applications Accepted\*)

**Only qualified applicants will be contacted for an interview**

Applications will be received:

**At Office:** Employment and Training Centre (519) 797-1224

**By Fax:** (519) 797-3458

**By E-Mail:** [employment@saugeenfirstnation.ca](mailto:employment@saugeenfirstnation.ca)

**By Mail:** Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0