



JOB POSTING

Title:	Case Worker
Reports to:	Social Services Administrator
Terms:	Full-time
Hours:	35 hours per week
Salary:	\$40,000 - \$45,000 per annum, dependent upon qualifications
Location:	Social Services Office

Position Summary:

The Case Worker forms part of the team that provides support to clients of the Ontario Works Program and are guided by the policies and procedures of the Ministry of Community and Social Services.

Duties:

- Work intensively with staff at the Ontario Works office to assist Ontario Works clients to identify, recognize and resolve various issues that could create barriers to employment.
- Assist people in temporary financial need to find sustainable employment and achieve self-reliance through the provision of effective integrated employment services and financial assistance.
- Promote education, training and employment opportunities to clients.
- Facilitate and organize workshops and training that will be made available to Ontario Works participants.
- Case manage with other case workers to provide support for employment support.
- Assist clients with goal setting activities.
- Refer clients to both on and off reserve employment resources to assist in attaining employment goals.
- Develop a running referral centre for clients and caseworkers to access including, identifying community resources that will support clients.
- Assist with self-employment program.
- Assist with placing clients in participation agreements and employment placements.
- Carry a caseload and conduct basic budgeting requirements of Ontario Works for clients.
- Assist with the verification of eligibility.
- Establish and maintain current accurate records and files on clients and assist clients with fulfilling their Ontario Works Requirements, including identifying community resources that will support clients.
- Ensure updates are conducted regularly and as per legislative requirements.
- Assist with other regular cases on an as needed basis, depending on numbers.
- Conduct case conferences and meetings when requested.
- Conduct intakes.
- Other duties as required.

Qualifications:

- Social Services diploma or relevant college or university education, OR Grade 12 (or equivalent) with a minimum of five (5) years' experience in case management.
- Experience working in client-based organizations as asset.
- Excellent Microsoft Office skills, including Word, Excel, Outlook, etc.
- Skilled in note taking, client file management, and record keeping.
- Excellent oral and written communication skills.
- Ability to work under pressure, and good stress management skills.
- Class 'G' Drivers License and access to vehicle.
- Experience working with Indigenous organizations, communities, and/or clients considered a strong asset
- Organization and time management skills.

- Ability to under minimal supervision, as well as a team member.
- Familiarity with assessments and assessment tools.
- Willing to take mandatory training as required.
- Excellent interpersonal skills.
- Excellent group and one-on-one facilitation skills.
- Ability to integrate contemporary and First Nations traditional approaches to employment.
- Database input, and file maintenance/management
- Capable networking skills
- Ability to work in office setting (may require extended periods in a sitting position).

Applications **MUST** include:

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

DEADLINE DATE: Monday, May 9, 2022 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

**Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening**

Applications will be received:

At Office: HR Department, 519.797.2781 ext.1110

By E-Mail: tina.jacobs@saugeen.org

By Mail: HR Department, 6 Cameron Dr., RR.#1, Southampton, ON N0H 2L0