



# **EAGLE LAKE FIRST NATION**

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**POSITION:** Ontario Works Employment Support Worker,  
**LOCATION:** Eagle Lake First Nation Migisi Sahgaigan Ontario  
**Contract Position**  
**HOURS OF WORK:** Monday – Friday 9:00 am – 5:00 pm

The Employment Support Worker is responsible for the Employment Assistance service. delivery of the Ontario Works Program at the First Nation level. Under the direction of the Ontario Works Administrator, the Employment Support Worker will provide employment and career counselling to Ontario Works recipients.

## **DUTIES AND RESPONSIBILITIES**

- Ensure financial assistance eligibility
- Supervision/monitoring of participants
- Interview clients individually, in families, or in groups, to assess their situation and determine the types of employment assistance required
- Assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate agency.
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Identify barriers to employment and assist clients with; job readiness skills, job search strategies, writing resumes and preparing for job interviews.
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of clients.
- Case file maintenance at the Ontario Works Standards..
- Completion and monitoring of Participation Agreements
- Assist in the development and implementation of employment assistance activities described within the Ontario Works program. (childcare, financial assistance, etc)
- Participate in case reviews with Ontario Works staff and contribute to program development and design
- Implement or refer clients to workshops, programs, community services, etc
- Liaison with local and external service providers, employers and placement agencies
- Monitor and evaluate clients and/or participants in employment assistance activities.
- Monitor and maintain client resource area
- Maintain a directory of employment, training, community services, etc
- Maintain program statistics for purposes of evaluation and research
- Prepare employment related expense claims and/or child care expense claims for participants and submit requests to Ontario Works Administrator to determine eligibility.
- Attend Training when required.

## **Qualifications**

- Grade 12 Diploma
- Valid Driver's License and access to a vehicle
- Proficiency in Microsoft Office Applications (Word/Excel)
- Thorough understanding of financial reporting, budget preparation and report writing
- Previous experience using data base programs for statistical reporting and documentation.
- Ability to work as part of a team or independently.
- Must be dependable/reliable and committed to client services.
- A positive criminal reference check may be required.

Interested individuals should submit a cover letter and their resume to;  
Chief and Council  
Box 1001 Eagle Lake First Nation, Migisi Sahgaigan, Ontario P0V 3H0  
Fax: 807-755-5526

**DEADLINE DATE: Friday June 03, 2023**