



## **EAGLE LAKE FIRST NATION**

*"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"*

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## **JOB POSTING**

### **SOCIAL SERVICES ADMINISTRATOR**

#### **SUMMARY**

The Administrator will be responsible to administer Social Assistance to members of Eagle Lake First Nation. Social Assistance will be managed in accordance with the existing Provincial legislation, Ontario Works directives and First Nations local policy. The Ontario Works program will be provided to members of Eagle Lake First Nations respecting the culture and economic aspects of the community.

The role of the Social Services Administrator is to determine and monitoring ongoing eligibility for financial assistance and ensure that all clients files are complete and all forms are properly completed, signed and dated and to make certain that all required documentation is on file. The administrator has the authority to make determinations about the refusal, reduction, or cancellation of assistance.

It is the responsibility of the administrator to manage the Ontario Works program budgets and accounting and ensure all reporting requirements are adhered to which includes Cost of Administration; Employment and Financial Assistance; Childcare budgets; Month End Reporting, Homemakers/Home Support and update of the Ontario Works Service Plan.

The Administrator will be responsible for the regular supervision and monitoring of program staff of the Ontario Works Program and Employment Support Worker. The Administrator will be responsible for assessing staff training needs and completing annual employee evaluations.

The Administrator will report to and is directly accountable to the First Nation Band Manager and Chief and Council. The Administrator will be responsible for providing managerial advice, program decision making and recommendations, technical program development and support to Chief and Council on any amendments made to the Ontario Works Program or any other aspects of the Social Assistance Program.

## **DUTIES AND RESPONSIBILITIES**

In conjunction and with the assistance of the caseworker the Administrator will complete the following;

### **File / Client Related Duties;**

- Review application information and determine final eligibility for assistance.
- Ensure confidentiality, security and maintenance of administrative and client files.
- Verifies information, evaluates applicants and approves application.
- Monitoring and reviewing of community participation activities to ensure program compliance.
- Establish a formal notice, review and appeal process for clients to address issues related to their eligibility.
- Ensure data collection, reporting and audit requirements; including accurate comprehensive documentation to support eligibility decisions.
- Communicate ALL decisions in writing and ensure that supporting documentations is providing to the applicant / recipient.
- Ensure that overpayments are identified and processed in accordance with the Ontario Works Act and Regulations.
- Work closely with the Program Manager and staff of the Min-O-Qwe-Ke-Ga-Bwe'in Social Services Initiative Program on the following program components:
- Manage the discretionary and local policies and assist with policy development.
- Make the appropriate referrals to the Family Support Worker responsible for assisting Ontario Works clients in obtaining financial resources for themselves and their children in accordance with Child Support Guidelines and Family Law Act through court orders and/or through out-of-court settlements and agreements.
- Make the appropriate referrals to the Eligibility Review Officer responsible for conducting regular Internal File Reviews to ensure file standards are met and conduct investigations into allegations of abuse of Ontario Works Social Assistance Program by recipients and conduct proactive reviews where discrepancies have been identified by the program.
- Forward all clients requests for an internal review (appeal) to the Eligibility Review Officer.

### **Reporting and Program Related Duties:**

- To submit monthly reports to First Nation Band Manager; Chief and Council; and other government funding sources or as required
- Prepare annual budget and work plans.
- Submit month end reports to INAC and MCSS
- Monitor program budgets of the Ontario Works program, prepare and submit reports as required to proper funding sources.
- Review all Cheques requisitions submitted by staff: Process all approved cheques.

- Carries out the bookkeeping and accounting of the Ontario Works program.
- Regular and timely financial claims and reports including financial and statistical reporting to be submitted.
- Operate and service the technology used to administer the Ontario Works program is up to date and that all programs are running at optimum.
- Attend meeting and training as required by the Ministry of Community and Social Services.
- Work closely with the Program Manager and staff of the Min-O-Qwe-Ke-Ga-Bwe'in Social Services Initiative Program on the following program components:
- Policy Development, training needs, reporting requirements, technology, program meetings, general presentations, technical advice and other areas of support needed.

**Supervision Duties:**

- The Administrator will adhere to the Personnel policies and procedures as approved by Chief and Council.
- The Administrator will monitor staff attendance and record lateness and absenteeism during regular office work hours. If the Administrator is unavailable, she/he will assign a senior staff member to do this.
- The Administrator will monitor staff attendance to all training and workshops within/outside of the community. If the Administrator is unavailable, she/he will assign a senior staff member to do this.
- The Administrator will monitor staff personnel files and provide written decisions regarding staff disciplinary actions.
- The Administrator will identify, orientate and train staff in the delivery of financial /employment assistance to ensure staff are able to implement services in a manner consistent with the intent of the program and principles of delivery.
- Ensure that each staff member is protecting the client's privacy; sharing and use of personal information is done with the safeguards and limits set out in the act, regulations, policies, and service contracts.
- Provide program staff with regular evaluations and supervision; effective and non-biased decision making; equal case/file distribution; regular training and workshop attendance.

**Other duties as assigned:**

- Process Social Assistance and Non-Social Assistance Funeral and Burials claims and ensure all supporting documentation is on file for claims submission to INAC for reimbursement.
- Draft, develop, plan proposals and implement programming for families and recipients the National Child Benefit Reinvestment Program and ensure that the reporting requirements are adhered to.

- Utilize the social assistance transfer fund (SATF) program wherever possible and ensure that the reporting requirements are adhered to.
- Coordinate intake procedures for members of the community accessing the Transitional Support Funding program and determine eligibility in accordance with local policy. Ensure that all reporting requirements are adhered to.
- Other related duties as assigned by the Band Manager.

**Qualifications:**

- A Social Service Diploma from a recognized College/University
- Must have a background in Social Services or related field and/or 3-5 years related experience.
- Detailed knowledge of Ontario Works Social Assistance Program, legislation and other relevant government programs. Ability to understand and interpret legislation, Investigative experience and problem-solving skills.
- Background in financial transactions and bookkeeping skills
- Well-developed written and oral communication skills including negotiation, problem solving skills and interviewing skills.
- Excellent computer and familiarity with Microsoft Office, Excel and other software programs
- Experience with budget preparation and reporting and client file documentation
- Ability to exercise good judgment and use discretion, work independently and as a team member.
- Understanding of the Ojibway Culture, First Nation communities and language is a definite asset.
- Ability to consult with external agencies to gather information and coordinate services.
- Ability to facilitate information session to clients receiving benefits.
- Coordinate employment and training opportunities for clients.
- Valid Ontario Driver's License and vehicle required.

Please forward a detailed resume including 3 references and a recent criminal reference check by January 29, 2023 at 12:00 p.m to;

Attention: Chief and Council

Fax: 807-755-55-26 ext 233

Email: [political.coordinator@migisi.ca](mailto:political.coordinator@migisi.ca)