

## COUCHICHIING FIRST NATION EMPLOYMENT OPPORTUNITY



### Ontario Works Employment Worker Couchiching First Nation

Couchiching First Nation is seeking a reliable and skilled Ontario Works Employment Worker to join our team. This is a full-time, permanent position reporting to the Ontario Works Administrator. The Ontario Works Employment Worker is responsible for a variety of tasks aimed at helping clients achieve self-reliance through employment. Key responsibilities include managing a caseload of participants and conducting interviews to assess their employment history and goals. They also provide career counseling and assist clients with critical job readiness skills like resume writing and interview preparation. The worker also plays a vital role in marketing the program to local employers and service providers, helping to create and facilitate new opportunities for clients.

Applicants must meet the following criteria:

- A High School Diploma or GED, with three (3) years of work experience in Office Administration, OR
- A Post-Secondary Diploma in Social Services, Human Resources, or a related field, with two (2) years of work experience in Office Administration
- Thorough knowledge and understanding of the Ontario Works Act policy directives and regulations
- Proficient in Microsoft Office Suite
- Prior experience working with Indigenous communities and/or organizations is preferred
- Excellent interpersonal and communication skills
- Strong organizational and time management skills with the ability to manage multiple projects
- Ability to work independently as well as part of a team
- Ability to speak or willingness to learn Ojibway is considered an asset

Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query).

**Deadline:** Open until filled.

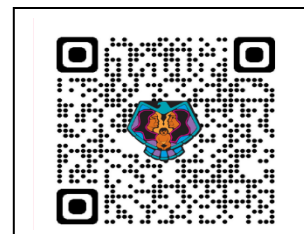
#### How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [recruitment@couchiching.ca](mailto:recruitment@couchiching.ca)

**Postal mail, or in person at:**

Human Resources: Couchiching First Nation  
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*