

COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY



Intake/ Case Worker – Ontario Works Contract - Maternity Leave Coverage (12 to 18 Months)

Couchiching First Nation is seeking a dedicated full-time contract Intake/Case Worker (12–18 months) to support the Ontario Works program. This position is responsible for determining eligibility for temporary income assistance under the Ontario Works Act, providing employment assistance to clients, and performing related clerical duties. The Intake/Case Worker ensures that applicants receive timely support and guidance throughout the application process.

Applicants must meet the following criteria:

- Grade 12 High School Diploma or G.E.D. with 3 years of work experience in Office Administration (preferred but not essential); OR
- Post-secondary diploma in Social Services, Human Resources, or a related field with 2 years of work experience in Office Administration (preferred but not essential)
- Knowledge of Ontario Works Act, policy directives, and regulations
- Proficiency in Microsoft Office Suite
- Knowledge and understanding of Native culture and traditions (asset)
- Strong organizational, interpersonal, and communication skills
- Ability to maintain confidentiality and accurate records
- Valid Driver's License (if required for home visits)

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.

Full job description available upon request.

By Email: 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.