



## Couchiching First Nation – Job Posting

### **Ontario Works Employment Worker** Full-Time, Permanent

#### **Primary Function:**

Couchiching First Nation is seeking a dedicated and community-focused **Ontario Works Employment Worker** to join our team. This full-time permanent position plays a vital role in providing employment-related aid, counseling, and information to clients, supporting their career planning and job search efforts. The Employment Worker will also build relationships with local employers and service providers to support employment outcomes for clients.

#### **Key Responsibilities:**

- Assess eligibility for financial assistance under Ontario Works.
- Manage employment caseloads, ensuring compliance with the Ontario Works Act.
- Interview clients to assess employment history, barriers, education, and goals.
- Develop and monitor Participation Agreements and employment assistance plans.
- Provide job readiness support including resume building and interview preparation.
- Administer literacy screening and aptitude assessments.
- Refer clients to appropriate services such as training, financial aid, and rehabilitation.
- Collect and share local labour market information.
- Coordinate community placements and self-employment referrals.
- Facilitate workshops and employment-related information sessions.
- Market employment services to employers and community partners.
- Track program outcomes and prepare related documentation and reports.
- Make home visits to assess client needs and ensure support delivery.
- Support clients with employment and childcare expense claims.
- Assist in the promotion of education, training, and employment initiatives.
- Other duties as assigned by the Ontario Works Administrator.

#### **Qualifications:**

- Grade 12 diploma or G.E.D. with 3 years' work experience in Office Administration; OR
- Post-secondary diploma in Social Services, Human Resources, or related field with 2 years' experience in Office Administration.
- Strong understanding of Indigenous culture and traditions is an asset.
- Knowledge of the Ontario Works Act and associated policy directives.
- Proficient in Microsoft Office and general computer skills.
- Excellent communication, organizational, and interpersonal skills.

#### **How to Apply:**



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Applications will be accepted until 4:00 p.m. CST, May 28, 2025. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references. All late application will be returned unopened. No exceptions.

*Please Note: Applicants will be short listed in accordance with qualifications. Only those applicants granted an interview will be notified.*

**SUBMIT**

**APPLICATION TO:**

Human Resource Department

Couchiching First Nation

RMB 2027, R.R. #2

Fort Frances, Ontario P9A 3M3

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

*For a complete Job Description, please contact Human Resources at (807) 274-3228*