



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Case Management Worker - *Repost*

Department: Ontario Works

Pay Range: \$26.04-30.47 per hour.

Status: Full-time, Contract

Closing Date: May 8th, 2024

Position:

Under the direction of the Ontario Works Program Manager, the Case Management Worker is responsible for delivering a complex social assistance program for Ontario Works participants, assisting individuals to achieve self-reliance and independence from the social assistance system.

Requirements:

- A) SKILLS — Analytical, problem-solving, and time-management skills are essential.
- Be a diplomatic and flexible team player.
 - Ability to work effectively with the management and staff of other programs.
 - Ability to effectively assist in planning, implementing, and monitoring programs and procedures.
 - Ability to assist in effectively managing financial matters.
 - Ability to work in a high-stress level environment.
 - Ability to interpret and accurately apply complex legislation; maintain up-to-date knowledge of legislative changes as required.
 - Ability to communicate effectively and tactfully in and verbally with internal staff, community agencies, participants, and the public.
 - Computer skills required.
- B) EXPERIENCE
- 4 years of directly related, successful experience, in a social services context.
 - Experience working with or for a First Nations Community.
- C) EDUCATION
- Must have a Grade 12 and a 2-year Social Service Worker diploma.
 - Grade 12, 1 year of related college and 5 years of related experience will also be considered in place of the college diploma.
 - Knowledgeable about Walpole Island First Nation community and resources.
 - Familiarity with the relevant provincial legislation, regulations, and guidelines respecting financial assistance and active measures supports computer systems in a social assistance context as an asset.
 - Knowledge of case management functions and service provisions is an asset.
 - Must be willing to participate in educational courses/activities related to the job.
 - Must possess a good understanding of First Nations people and culture.
- D) OTHER
- Valid Ontario Driver's License.
 - Reliable transportation and willingness to travel.
 - Subject to the Criminal Records Check Policy

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



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Responsibilities:

1. Assists in the Management of the Case Management/Financial Assistance Component of the Program by:
 - Using sound judgment and discretion to ensure participants receive effective service within a complex legislative and policy environment that incorporates the unique circumstances of each participant.
 - Supporting all Ontario Works team members in achieving departmental objectives while continually seeking new methods and procedures to increase personal and organizational efficiency and effectiveness.
 - Collects, documents, and evaluates information to determine the client's initial/ongoing eligibility for assistance according to the Ontario Works Act, Ontario Disability Support Program, and other applicable legislation.
 - Provides support to Case Management Worker trainees; assists in the monitoring the relevant policy and procedures of the program and recommending changes as appropriate; cooperating in the periodic reviews and assessment of progress with the Case Management Administrator; participating with the Case Management Manager in decision making respecting overall program problem solving, annual service work planning, development, and service provision; assisting with the execution of any internal and external program reviews and evaluations that are initiated; conducts in-depth investigations, reports, investigate potential fraud cases, monitoring adequate case-control, random file audits, monitoring court orders, monitoring amount and recovery of overpayments and assignments; adjusting allowances;
 - assist clients in completing special requests for assistance, such as, but not limited to Community Start-Up, Employment Start-ups, Special Diet Requests for eligibility review.
 - to ensure that ordered support payments or as agreed to between the parties are made regularly; investigate obligation to support exists; to conciliate between parties where possible to avoid court proceedings.
 - informing clients about their right to internal review of decisions and their right to appeal.
 - work intensively with a specific target group.
 - To interpret and accurately apply complex legislation; maintain up-to-date knowledge of legislative changes as required.
2. Facilitates program participant access to required services by.
 - Participates on internal/external committees to enhance client service and business operations.
 - Conduct initial intake into the Program, client orientations, assisting with the financial assistance application process, determining eligibility, and facilitating the subsequent individual and/or group-based needs assessment and developmental planning process.
 - Assist participants in connecting with other required services for clinical assessment and service provision when necessary.
 - advocating for and assisting participants in their efforts to access services.
 - approving all financial assistance entitlement and participation support payments, active measures support, within the limits of delegate signing authority.
 - Refer participants to educational upgrading, job skill development, and work experience projects as appropriate.

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- facilitating group counseling and basic life skill development/training sessions as required; referrals to appropriate agencies providing individual supportive counseling and encouragement.
 - maintaining case files; monitoring participants' agreements, action plans, and participants' progress.
 - initiating placements in the Learning, Earning, and Parenting
 - Program to participants that meet the requirements.
 - managing and operating an effective database system; including but not limited to; office equipment, computer systems, cheques, and supplies.
 - will be familiar with the range of relevant community-based and external programs and services available to community members.
3. Performs other related duties as directed by the Case Management Administrator or the Ontario Works Program Manager.

How to Apply:

Please submit your resume and cover letter describing the qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9

or

Fax: 519-627-5915

or

Email: Careers@wifn.org