



Posted: May 4th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full-Time** position:

SOCIAL SERVICES ADMINISTRATOR

The purposes of this position are:

To provide and administer Social Service Programs for residents of Curve Lake in accordance with the 1965 Welfare Agreement while adhering to policies and regulations of Ministry of Community & Social Services (MCSS), Ministry of Health & Long Term Care (MOHLTC), Aboriginal Affairs & Northern Development Canada (AANDC) and Curve Lake First Nation policies and procedures.

Duties:

1. Ontario Works Services
 - Complete Ministry of Health application forms for the Homemakers and Nurses Services Program to determine financial eligibility
 - Inform the Senior Services Staff of qualified applicants for the Homemaker and Nurses Services program
 - Apply for funding opportunities program with a number of funders as opportunities present
 - Assist low-income people who are in arrears with the high cost of fuel and hydro
 - Accept funding applications from Curve Lake residents and distribute funds to the qualifying applicants
 - Work closely with ODSP by making referrals, assisting clients on how to fill out ODSP packages, and providing clients with the legal right if ODSP is denied
 - Ensuring all monthly Subsidy Claims are sent to the appropriate ministries and funders (MCSS and AANDC, Reports Ontario, etc)
 - Provide information to the community and administrative staff on changes to programs and services
 - Provide updates on changes to programs, inform management of possible client or staff concerns or issues, seek direction when required on issues such as Children's Aid Society, Addiction issues, Health benefits
 - Be aware and have a basic knowledge of other funding sources i.e.; Old Age Pension, Guaranteed Income Supplement, Canada Pension, Employment Insurance (EI) and Assignment of Benefits for EI
 - Perform duties of Integrated Caseworker in their absence or as required
2. Supervisory Duties
 - Supervise and provide direction to the Integrated Caseworker, Social Services Assistant, and Foodbank staff. This includes monitoring and approving attendance on a monthly basis as well as approving all training and travel
 - Oversee all operations of all aspects of both the Financial and Employment Assistance programming
 - Approval of additional Ontario Works funding and external partner program funds as per requirements (including but not exclusive to Transitional Support Fund, Discretionary Benefits, and additional employment supports).
3. Other
 - Ensuring all documentation is up to date and on file including funding reports
 - All budget preparations and ongoing monitoring



- Complete monthly Bank Reconciliations for Curve Lake Finance Department
- Monitor monthly General Ledger Accounts
- Complete Quarterly Reports for MCSS and Curve Lake
- Work closely with Curve Lake First Nation Auditors at year end
- Ensure accurate, objective client case notes are kept on file for all clients at all times in preparation for Federal, Provincial Audits, Social Benefits Tribunal or Legal requests i.e. Fraud investigations
- Work closely with other staff and departments both in Curve Lake and other geographic areas as required
- Attend all relevant meetings and training sessions
- Perform other related duties as required by the Manager of Health and Family Services

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- Post-Secondary graduation with a diploma/degree in Social Services
- Experience working in a Social Services setting in preferably First Nations based

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Knowledge of the Ontario Works Act, Regulations and Directives
- Knowledge of financial management in areas of budgets, financial reports, Ministry or Government contracts
- Knowledge of external community resources relevant to Social Services
- Knowledge of the CLFN community, traditions, customs, programs, and services
- Supervisory experience
- High level of proficiency with Microsoft Programs especially Excel
- Must possess a valid Driver's license – Class G Extensive travel required
- Respect for the sensitivity of the history, language, culture, and traditions of the peoples of Curve Lake First Nation
- Demonstrate initiative and judgment in issuing financial aid to clients as a temporary solution and seeking permanent solutions that lead to financial independence
- Engage clients to participate in community events to prevent stagnating in the Social Services environment
- Recognize individuals/families that require further professional assistance, counselling, rehabilitation, homemaker care, childcare
- Recognize the need for diversity
- Facilitate a team player approach that develops and empowers each of the roles that contribute to a successful Ontario Works delivery program

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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www.curvelakefirstnation.ca

- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position is \$59,940 - \$65,268 based on a 39.5 hours work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, May 13th, 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.