



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the current vacancy:

INCOME AND EMPLOYMENT CASE WORKER (CONTRACT)

REPORTS TO: Ontario Works Administrator

DEPARTMENT: Ontario Works

LOCATION: Community Centre, 328 Chippewa Road, Muncey Ontario

TERM: Full-time, Monday to Friday, 8:30am- 4:30pm EST, contract until March 2026 with potential for extension until November 2026

POSTING DATE: August 8, 2025

CLOSING DATE: August 29, 2025

Summary:

Under the supervision of the Ontario Works Administrator, the Income and Employment Case Worker is responsible for supporting clients through the Ontario Works client service path in accordance with the Ontario Works Act and the Ontario Works Service Plan. This position ensures effective program delivery, including intake, participation agreements, case management, employment preparation, and community referrals. The role requires a strong commitment to confidentiality, cultural sensitivity, and client success.

Responsibilities:

Case Management & Client Support

- Collect and verify financial eligibility information at intake, ensuring all forms and referrals are completed.
- Complete Participation Agreements and develop action plans tailored to client goals.
- Maintain accurate, up-to-date client case files in compliance with legislation and local policy.
- Provide support and referrals to relevant programs, including counselling, mental health, and addictions services.
- Facilitate orientation sessions, workshops, and life skills programming.



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- Promote employment and community placement opportunities to clients and employers.
- Monitor job placements, provide support to participants and employers, and negotiate incentives when applicable.

Program Administration

- Compile data and prepare monthly, quarterly, and annual reports.
- Coordinate with internal departments and external agencies to enhance client outcomes.
- Assist in budgeting and processing financial documents in accordance with policy.
- Participate in department meetings, case conferences, and community initiatives.

Community & Team Engagement

- Build and maintain relationships with clients, community members, and partner organizations.
- Support the Ontario Works Department in community events, workshops, and training opportunities.
- Contribute to the Nation's wellness and healing initiatives through collaborative team efforts.

Qualifications:

Required:

- High School Diploma or equivalent.
- Minimum of 2 years' related experience, preferably within a First Nation community.
- Knowledge of the Ontario Works Act and Ontario Works Service Plan.
- Valid G2 (or higher) Ontario Driver's License, reliable transportation, and proper insurance.
- Strong organizational, time management, and problem-solving skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook).
- Ability to work both independently and collaboratively within a team.
- Commitment to confidentiality and professional conduct.



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- Must be able to provide a clear Vulnerable Sector check upon employment.

Preferred:

- College diploma or degree in Social Services or related field.
- Experience working directly with employment and education agencies.
- Knowledge and interest in social services and community development.

Hiring of Indigenous people will be given preference, please identify. Please note a clear police background check is required for employment.

Interested applicants, please submit a cover letter, resume, photocopies of education documents to:

human.resources@cottfn.com

or

320 Chippewa Road, Muncey, ON N0L 1Y0

Please clearly mark "INCOME AND EMPLOYMENT CASE WORKER"

NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.