



NETMIZAAGGAMIG NISHNAABEG

— **UNSURRENDERED** —

Employment Opportunity Ontario Works Manager (Full-time Permanent)

Summary:

Netmizaaggamig Nishnaabeg is seeking an experienced and dedicated Ontario Works Manager to lead our social assistance and employment support services. Reporting to the Band General Manager and the Ministry of Community and Social Services Program Supervisor, the Ontario Works Manager will oversee the administration, compliance, and strategic development of the Ontario Works program. This position plays a key role in ensuring effective service delivery, employment support, and financial assistance for community members.

The successful candidate will work closely with staff, clients, and other departments to provide essential support services that align with community needs and legislative requirements. This is an exciting opportunity for a motivated professional to contribute to the well-being and self-sufficiency of our community members.

Qualifications:

- A diploma or degree in Social Services or a related field.
- Minimum of 2 years of experience in social services, case management, or community support programs.
- Experience managing staff and overseeing program administration.
- Strong knowledge of Ontario Works Directives, policies, and social assistance programs.
- Budgeting, financial management, and reporting skills.
- Excellent communication, problem-solving, and organizational skills.
- Cultural awareness and sensitivity to the values of Netmizaaggamig Nishnaabeg.
- Valid Ontario driver's license and reliable transportation.

Responsibilities:

- Oversee and manage the Ontario Works program, ensuring compliance with regulations and policies.
- Supervise staff and provide leadership in service delivery.
- Process and approve financial and employment assistance for eligible clients.
- Investigate eligibility concerns and represent the First Nation in legal matters if required.
- Develop and maintain policies, intake procedures, and reporting structures.
- Monitor program audits and implement improvements as needed.
- Build relationships with community members, stakeholders, and government agencies.
- Prepare budgets, financial reports, and service plans for program funding.
- Represent Netmizaaggamig Nishnaabeg at meetings, conferences, and training sessions.



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CLOSING DATE: January 24th, 2025

Please send a cover letter, resume, and three professional references to:

Trisha Brinklow
Human Resources Manager
Email: trisha.brinklow@picmobert.ca
Phone: (807) 822-2134 ext. 216

Potential candidates will be required to provide a police record check, including a vulnerable persons check, and complete a drug screening test prior to any offers of employment. We thank all applicants for their interest; however, only those selected for an interview will be contacted.