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UNSURRENDERED

Job Posting

ONTARIO WORKS RECEPTIONIST/FILE CLERK

Reports to Ontario Works Manager

Job Description

This position is responsible for reception, clerical duties, administrative support, and food bank support.

RESPONSIBILITIES

- Answering phones and directing calls
- Mailing, Faxing
- Filing, Client income statements, cheque stubs, and monthly information
- Providing support to the Ontario Works Administrator and Caseworkers
- Providing support to clients with information and resources
- Providing resource room oversight
- Maintaining client information, including client income statements, hydro bills, rental agreements, pay stubs, and client files
- Placing office orders through Wilson's, MCSS drug cards, Food bank, etc., as required
- Assisting clients with the Food Bank, restocking of the food bank
- Assist Employment Worker with updating job boards and client information boards
- Assist with communicating information via the Ontario Works Facebook page, and organizing flyer delivery,
- Other duties as required

REQUIREMENTS

- General knowledge of the Ontario Works Directives, Social Assistance, Employment Supports, and other types of supports Ontario Works provides.
- Be knowledgeable in filing systems, word processing, spreadsheets and email software
- Must have great organization skills
- Be familiar with photocopiers and telephone systems
- Familiar with Contact North Equipment would be an asset
- Communicate with the public courteously and professionally by telephone and in person
- Take initiative and work independently with general supervision
- Maintain effective working relationship with office staff
- Must have great time and stress management skills
- Demonstrate dedication to the position and the community
- Demonstrate strong work ethics and a full understanding of “**confidentiality.**”
- **Valid Driver’s License**

Please submit your cover letter and resume by April 10, 2026, via email to:
Tamara Gagnon - tamara.gagnon@picmobert.ca

Note: We thank you for your interest in applying; however, only those considered for an interview will be contacted