



Employment Opportunity

ONTARIO WORKS INTAKE/CLERICAL WORKER

One-Year Term Position

GENERAL DESCRIPTION:

Under the direct supervision of the Ontario Works Administrator, the Intake/Clerical Worker is responsible for answering inquiries and providing customer services and support to Ontario Works Clients. The Intake/Clerical Worker will be responsible for scheduling appointments, intakes, and maintaining confidential client files. The Intake/Clerical Worker will provide clerical duties as required.

QUALIFICATIONS:

- Grade 12-High School Diploma or G.E.D. with (3) years' work experience in Office Administration preferred; or
- Post-Secondary Diploma in Social Services or Human Resources or in another related field, with (2) years work experience in Office Administration preferred but not essential;
- Knowledge and understanding of the native culture and traditions would be an asset;
- Knowledge of the Ontario Works Act policy directives and regulations;
- Knowledge and ability to work the computers.

Salary: Negotiable-to commence with qualifications and experience.

Term: One-Year term position with 3-month probationary period.

APPLICATION INSTRUCTIONS:

Applications will be accepted until 3:00 p.m. CST, Friday, April 26th, 2019. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references. All late application will be returned unopened. No exceptions.

Please Note: Applicants will be short listed in accordance with qualifications. Only those applicants granted an interview will be notified.

SUBMIT APPLICATION TO: Amanda French, Exec. Assistant/Human Resources
Couchiching First Nation
RMB 2027, R.R. #2
Fort Frances, Ontario P9A 3M3
Email: execassist@vianet.ca **Fax:** (807) 274-6458

For a complete Job Description, please contact Human Resources at (807) 274-3228