



# Anishinaabeg of Naongashiing

Box 335, Morson, ON POW IJO • Phone: 807 488 5602 • Fax: 807 488 5756 • Toll-Free 1-888-238-0102

## Job Opportunity

**Anishinaabeg of Naongashiing** is accepting applications for the position of Social Services administrator.

Applications will be accepted till **June 30<sup>th</sup>, 2022, 4PM.**

Reporting to the Director of Operations, this position is responsible for administering on a Financial Assistance Only basis for its Ontario Works Program.

## Duties:

- Interview clients and assist filling out applications for income support.
- Review the application for final decision on the eligibility of the client according to the criteria detailed in the Provincial Manual and directives
- Issues income support cheques, using the A.D. Morrison automated system.
- Review client files on a regular basis to ensure eligibility and receiving the maximum allowable assistance
- Maintain client files
- Prepare and remit monthly Social Service Reports to ISC and MCSS.
- Be responsible for the accounting for the Social Services Income Program, including data input and bank reconciliations

## QUALIFICATIONS:

- Must possess Public Administration experience or Ontario Ministry of Education equivalencies.
- Must have 1 year of direct client support experience with a good knowledge of Social Service programs and related legislation.
- Knowledge of the 1965 Welfare Agreement.
- Knowledge of the culture and customs of Anishinaabeg of Naongashiing.
- Must have the ability to travel to off-site locations when required.
- Must be a mature person who can demonstrate sensitivity to client needs.
- Must have operating knowledge of computer systems/programs.
- Must have knowledge of the A.D. Morrison automated system.

## Other Requirements:

- Sign a confidentiality agreement.
- Sign a social media agreement.

Interested applicants must submit a cover letter with 3 references and a resume to:

Elaine Jourdain  
A/Director of Operations  
Anishinaabeg of Naongashiing PO Box 335,  
Morson, ON P0W 1J0

or

Email: [opdirector@naongashiing.ca](mailto:opdirector@naongashiing.ca)

Fax: 807-488-5756