



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of

“Employment Support Assistant”

Closing Date: April 25th, 2019 at 12:00pm

Job Summary:

The Employment Support Assistant is responsible for providing assistance to the Ontario Works Caseworker in the employment activities as described through the Ontario Works Act and Regulated guidelines by supporting Ontario Works clients in preparing to obtain and sustain employment. The Employment Support Assistant also makes referrals to other programs/services in the community or outside agencies that meet the needs of the client.

Educational Qualifications/Minimum Requirements

- High school diploma or equivalent plus one year of related work experience.
- Solid background in computers with specific knowledge of Microsoft Word, Excel, Power Point and Publisher.
- Must have a valid Class “G” driver’s license and use of a vehicle;
- Must sign off on a confidentiality agreement;
- Must be able to work flexible hours as required;
- Must provide a Criminal Reference Check with satisfactory results.

Salary: \$36,662.50 - \$51,350.50

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
RR#6 Hagersville, ON
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Building or by email at stephanie.laforme@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.