



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the contract position of

“Employment Support Assistant”

Closing Date: Thursday December 9, 2021 @ 12:00PM

Job Summary:

The Employment Support Assistant is responsible for assisting 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;
- Making 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.
- Ongoing education and training in addictions support, as necessary to deliver appropriate services to clients

Knowledge

- Solid background in computers with specific knowledge of Microsoft Word, Excel, Power Point and Publisher.
- General knowledge of the operations of the Department.
- Basic knowledge of customer service.
- Basic knowledge of office equipment.

Skills/Abilities

- Be able to demonstrate strong communication skills;
- Must have excellent facilitation and administrative skills;
- Must have good judgment and be able to understand written instructions and general policy statements;
- Must be reliable and punctual;
- Must be flexible in receiving work assignments and participate in training as required;
- Ability to work independently and as part of a team with limited supervision;
- Ability to relate effectively to community members;
- Must be able to handle clients in crisis and deal with stressful situations in an effective manner.

Other Requirements

- 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: \$18.80 - \$26.33 per hour, dependant on years of experience.

Contract Terms: 20 Hours per week – 12 month contract, or upon the return of the incumbent whichever occurs first.

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

Hagersville, ON

N0A 1H0

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

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

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