



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the position of

Employment Support Assistant

Closing Date: November 29, 2024 @ 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
- Making referrals to other programs/services in the community or outside agencies that meet the needs of the client

7.5 hours/week will be dedicated to addictions specific programming and supports for both Ontario Works Clients and the Community

Education and Experience

- 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 judgement 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
- Must have Safe Food Handlers Certification or be willing to obtain one as soon as possible

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
NOA 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 HRClerk@mncfn.ca

Preference will be given to Indigenous applicant. Self-identification is encouraged.

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