



RAINY RIVER FIRST NATIONS

We are seeking a hardworking and reliable individual to join our team as an
SOCIAL SERVICES ADMINISTRATOR

The purpose of this position is to provide and administer social assistance services in the community. The Social Services Administrator shall promote with its employable clients employment opportunities that may be available in and around the community. This position will report to Manager of Administration.

This is a **Temporary full-time** position for a period of 2 months with the possibilities of extension.

The successful candidate will be responsible to:

- Administers the social assistance program to those persons that require financial and other assistance
- Interviewing, assessing and assisting clients to determine the nature of their economic and social conditions; determining eligibility for financial assistance and services; informing client of conditions of receiving benefits and other services to be provided; and granting of social assistance and other services to eligible members.
- Visiting clients and dependents to provide counselling, verification of clients living conditions or to discuss referrals and provision of additional services which may be provided to the members.
- Keeping abreast of social and economic opportunities which may arise, so as to assist employable clients to return to the job market.
- Reviewing periodically client files which may be referred to other appropriate provincial agencies or federal departments for long term assistance such as the Ontario Disability Support Program or old age pension.
- Plan and review with the Manager of Administration, MCSS and INAC in preparing annual budgets for effective administration of the social assistance program in the community.

Education and Experience:

- Post Secondary Diploma or working towards a University Degree relating to Social Services.
- Experience working with computerized welfare program and other office software such as WordPerfect.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the Rainy River First Nations and the socio-economic conditions of the community and surrounding area.
- Knowledge and understanding of aboriginal culture and the traditional lifestyles of the Rainy River First Nations.
- Knowledge of federal and provincial programs, policies and regulations pertaining to social assistance. More specifically the incumbent should have a good understanding of Ontario Works and other applicable Acts and regulations.
- Knowledge of basic accounting principles for planning, development and reporting of financial reports to appropriate Ministry on the social assistance Program.
- Skills and knowledge of interviewing, problem solving and counselling techniques.
- Ability and good judgement in identifying problems, capable of making appropriate recommendations and referrals if necessary.
- Ability to determine eligibility for financial assistance, administer benefits and arrange for services.
- Excellent oral and written communication skills.

What You Need to Know:

- Must be able to provide a current Criminal Record Check and vulnerable sector screening satisfactory to Rainy River First Nations.
- Must be in compliance with Rainy River First Nations Drug Testing Policy.
- Must have the ability to work flexible hours, which may include evenings and weekends.
- Must have a valid driver's Class "G" license and access to a vehicle.

Please apply through email or in person by 4:00 pm on Thursday, December 16, 2021. Application must include a cover letter, current resume, three (3) employment references (from current or recent supervisor is preferable) with permission to contact these references.

How to apply:

Please submit application to: Rainy River First Nations
P.O. Box 450
Emo, On P0W 1E0
Email: jobs@rrfns.com

We thank all applicants. Only those selected for an interview will be contacted.

The Rainy River First Nations is an equal opportunity employer. Accommodation is available for applicants with disabilities in the recruitment process upon request.