



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Social Services Administrator

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: February 14, 2019 at 11:59 p.m.

Tentative Interview Date: February 18-22, 2019

Salary Range: TBD

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

As an integral member of the Health and Social Services team, the Social Services Administrator will report directly to the Health and Social Services Manager and will manage and administer the services of Ontario Works, Home and Community Care, Homemakers, Family Violence and Nation Child Benefit, while keeping the best interest of Hiawatha citizens and clients a priority. The Social Services Administrator will act as a resource for the program, providing information and education to the community and eligible clients of the program. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Main Responsibilities:

- Working with each client on their needs as an individual or as a family unit
- Ensuring the quality and delivery of all programs
- Advocating and outreach for the clients as needed
- Assisting clients while ensuring that the mandate and the parameters of the program are adhered to
- Listening to the clients and treating each client with dignity and respect
- Ensuring that all HFN standards are adhered to
- Reviewing and tracking information
- Ensuring that all files are up to date
- Updating and maintaining a database as required
- Preparing all reports accurately and within the timelines as provided by the funders
- In a manner that is appropriate and timely, processing all incoming enquiries, including in-person, mail, email and telephone
- Preparing annualized budgets and budgets for smaller projects/events
- Working within the budgets and monitoring the budgets throughout the project/fiscal year
- Reviewing the budgets and advising finance when corrections are required
- Preparing paperwork for cheque requisition, payroll, etc.
- Preparing and balancing all reports, ensuring that they are signed off by the internal controls, with a timely submission to funder
- Other duties as assigned

Requirements:

- Post-Secondary School Diploma in Social Services Worker program or another related field;
- 3-5 years relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC, VSC and have valid G license

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent
and healthy people balanced in the richness of our culture and traditional way of life.*

Knowledge, Skills and Abilities:

- First Nations Social Services Administrator Certificate an asset (must be willing to obtain);
- Training in OW software would be an asset;
- Working knowledge of legislation, policies and procedures of Ontario Works program
- Working knowledge of programs available in the areas of health and social that citizens and clients could benefit from, both internal and external to Hiawatha
- Working knowledge of all relevant legislation
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels
- Working knowledge of computer skills, including Microsoft Office and database
- Ability to budget and work within budgeted amounts while adhering to strict funding guidelines
- Ability to perform various funder reporting
- Strong interpersonal, organizational, time management and communication skills
- Public speaking, public relations and data analysis skills an asset
- Ability to work in a team, lead a team or work individually
- Ability to work with clients, advocate for clients and deal with difficult and sensitive situations
- Ability to maintain strict confidentiality
- Strong attention to detail

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting
- Moderate periods of concentration
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime or requirement to work in the evenings

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRC

By email: hr@hiawathafn.ca
By fax: 705-295-4424

If you have questions or would like a detailed job description, please contact

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*