



Chippewas of Nawash Unceded First Nation
JOB DESCRIPTION
SOCIAL SERVICES SUPERVISOR
WELFARE ADMINISTRATOR

Band Member Preferred

Program:	Social Services
Reports to:	First Nation Administrator
Salary Range:	\$25.24/hour to \$26.46/hour
Term of Employment:	Full Time - permanent
Hours of Work:	37.5 hours/week – Monday to Friday. Occasional week-end and Evening hours may be required to meet the needs of the Social Services Clients and/or the Nawash Community

Position Overview

The Social Services Administrator manages the Chippewas of Nawash Unceded First Nation Social Services Program including counseling, social assistance payments, client training initiatives, liaison with governments and all related program documentation and budgeting.

Minimum Qualifications

- Social Services Diploma from an accredited post-secondary institute or
- an Ontario Secondary School Diploma (or equivalent) plus a minimum of 5 years of recent working experience in Social Services Administration and a willingness to undertake Social Services courses through distance education
- recent experience in accounting functions (calculate, balance and maintain accurate monthly financial reports)
- 1 year recent and successful Supervisory experience
- understanding of and the ability to protect private and confidential information
- valid Ontario "G" class Driver's Licence and access to reliable transportation
- willingness to provide the results of a criminal background and a vulnerable sector Police check
- willingness to take all reasonable and necessary precautions to ensure personal health and safety as well as that of fellow employees

Required Knowledge, Skill, Ability & Behaviour

- functional ability in MicroSoft Office applications (Word, Excel, PowerPoint, Outlook) and database management
- ability to read, understand, interpret and transfer knowledge regarding the Ontario Works Act and associated manuals and legislation
- excellent oral, written and non-verbal communication and interpersonal skills
- skilled in methods to maintain personal objectivity
- well-developed organizational and time management skills
- ability to demonstrate effective supervisory and leadership competencies

Responsibilities

Provide Information and Counselling Services

- Counsel and assist community members and their families regarding Social Service assistance and programs available to them. Identify cases needing additional assistance and assist clients in obtaining that assistance through referrals to other programs that may be able to assist.

- Establish and maintain confidentiality in all matters pertaining to the Social Services Department.
- Assist in the promotion of education, training and employment opportunities which may lessen the need for welfare assistance
- Determine the need/eligibility of applicants for social assistance and when eligible, determine the amount and frequency of issues and authorize issues.
- Conduct case management conferences as required, liaising with appropriate related programs and services for the benefit of the client.
- Refer clients and able bodied spouses to potential agencies of both employment assistance, and potential areas of income. Ensure all support is being pursued.

Supervisory Responsibilities

- Deliver efficiently all aspects of the employment portion of the Ontario Works program
- Develop yearly plan and initiative and supervise all activities associated with the National Child Benefit Reinvestment program as per program guidelines
- Establish and maintain current accurate records and files on all social assistance clients including sole support clients and Ontario Disability applicants.
- Ensure the program provides proper pre-employment programs to its clients
- Develop Chippewas of Nawash Social Services Policies and Procedures manual. Ensure that it is consistently updated and consistent with current legislation
- Keep knowledge and skills up-to-date. Stay informed regarding Ontario Works legislation changes and related programs including developments within the Ontario Works program as they pertain to First Nations.
- Develop and prepare the two year service plan for the Ministry of Community and Social Services and Indian and Northern Affairs and ensure its effective implementation.
- Ensure targeted service goals are met based on the two-year cycle of the program. Ensure all service goal statistics are properly maintained
- Apply for additional funding to ensure viability and efficiency of the program. Ensure all available funding that can be sought from both Indian and Northern Affairs and the Ministry of Community and Social Services is applied for
- Monitor staff attendance, performance and training plans
- Ensure the Health & Safety of the Social Services Office
- Organize and develop staff meetings

Maintain Financial Records and Prepare Financial Reports

- Ensure funds are received, recorded and deposited at the bank at regular intervals.
- Issue cheques and receipts to clients. Ensure that all regular recipients of Social Assistance have cheques issued on or before the first business day of each month.
- Co-sign cheques and supervise the balancing and preparing of monthly bank reconciliation statements for the program
- Responsible for the security of all funds, record book of accounts, invoices, vouchers and receipts related to the financial operation of the program
- Ensure the proper preparation of reports showing expenditures, commitments and balances for each month. Review monthly expenditures provided by the Finance Department and discuss and discrepancies with appropriate staff.
- Develop Chippewas of Nawash Social Services Policy and Procedure manual. Ensure that it is consistently updated and consistent with current legislation.
- Keep knowledge and skills up-to-date. Stay informed regarding the Ontario Works legislation changes and related programs including developments within the Ontario Works Program as they pertain to First Nations.
- Ensure that all requirements of the annual audit are met. Work with the Band auditors regarding Social Assistance programs. Ensure DIA receives a copy of the annual audit.
- Assist in preparing yearly financial budget and activity plan for the Social Services program. Ensure that the band is in receipt of the required fiscal year funds.
- Ensure the proper upkeep of monthly records of budgeted and actual expenditures. Report variances to Band Administrator. Maintain accurate mileage and other expense records for reimbursement.

- Administer annual National Child Benefit Reinvest program funds.

Performance Eligibility Review Officer Functions

- ensure potential cases of fraud are investigated
- ensure that proper procedures are followed while performing investigation of the complaint
- if fraud is proven, ensure proper overpayments are placed on files, and proper records are kept with regards to the complaint
- Liaise with the Police if the fraud is warranted, and assist in preparing the Crown brief if necessary
- Assist other staff with investigation according to the legislation and the internal policies and procedures
- Conduct internal file reviews to ensure that other staff are following legislation and advise them on what requirements need to be met

Additional Duties

- Provide advice and report to the Band Administrator, Council and Committee on matters within their control or within the general welfare system
- Attend council meetings where Social Services is slated for discussion
- Submit reports/recommendations to Band Administrator, Council and Committee related to the Social Services program as required
- Follow through with directives from Chief and Council/Band Administrator as required
- Organize and attend regular monthly and special meetings of the Social Services Committee as requested. Ensure minutes, etc. are processed and acted upon as required. Arrange for training and special meetings/workshops for the Committee as necessary.
- Establish and develop contacts with external agencies
- Liaise with government, native and private agencies in the field of social welfare whose programs may be of value to social service clients
- Attend training as required or requested by the Program Supervisor or Band Administrator
- Attend and participate in Supervisor meetings and training
- Provide supervision and guidance to subordinate staff
- Knowledge of and ability to communicate in the native language would be an asset