



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Eligibility Review Officer (TERM)

Summary

Lac Seul First Nation is seeking a dedicated and detail-oriented Eligibility Review Officer (ERO) to join the Ontario Works Department.

Under the direction of the Director of Ontario Works, the Eligibility Review Officer is responsible for conducting eligibility assessments, investigations, and compliance reviews related to the Ontario Works Social Assistance Program. The ERO will also provide guidance and support to community members, assisting them in overcoming barriers to self-sufficiency while ensuring program integrity and accountability.

Key Responsibilities

Eligibility Review & Compliance

- Assess applications for Ontario Works and related support programs.
- Conduct in-depth eligibility reviews, interviews, and document verification.
- Investigate suspected cases of ineligibility, fraud, or non-compliance.
- Prepare detailed reports and maintain accurate case records.
- Ensure compliance with program policies and legislation.

Client Support & Case Management

- Provide guidance and support to clients navigating social assistance processes.
- Assist individuals in developing action plans toward stability and independence.
- Connect clients with housing, employment, education, and other community resources.
- Support clients in crisis and coordinate appropriate referrals.

Collaboration & Advocacy

- Work collaboratively with community departments such as housing, health, and education.
- Advocate for culturally appropriate service delivery.

- Represent Lac Seul First Nation in external meetings related to social services when required.

Qualifications

- Post-secondary diploma in Social Services, Counselling, or a related field.
- Minimum of two (2) years experience in social services or community development.
- Investigative experience with strong analytical and problem-solving skills.
- Knowledge of Ontario Works Social Assistance Program and relevant legislation.
- Understanding of systemic barriers affecting First Nation communities.
- Proficiency in Microsoft Office.
- Strong written and verbal communication skills.
- Indigenous language proficiency is considered an asset.
- A valid drivers license is an asset and must have access to a vehicle as this worker will need to commute to all 3 communities.

Location: Frenchman’s Head, Lac Seul, ON
Term: Full-Time Term Position (6 Months) with the Possibility of Extension
Salary: \$27.94/hour
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: March 13, 2026 by 4:30pm (late application won’t be accepted)

Please submit a cover letter along with a resume, and written permission for LSFN People & Culture Department to contact two employment references (most recent supervisors). Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.