



Wii-ni n'guch-tood Labour Market Services (WLMS)
Employment Opportunity

Wii-ni n'guch-tood Systems Operations Supervisor

Position Summary

The Wii-ni n'guch-tood Systems Operations Supervisor reporting to the WLMS Manager will be responsible for the daily operations of the Wii-ni n'guch-tood Local Delivery Mechanism (WLMS). This role ensures compliance with Contribution Agreements, Service Canada requirements, organizational policies, and quality standards. The Supervisor provides oversight, compliance monitoring, reporting, and guidance to staff, management, and the Board to support effective and accountable service delivery.

Duties:

- Manage recipient intake and referrals; collect statistical data to identify employment needs
- Assist recipients with Employment Insurance applications, reporting, and inquiries
- Explain LMS program priorities, objectives, and eligibility to applicants
- Coordinate with external agencies for referrals and service delivery
- Monitor compliance with Contribution Agreements, policies, ISO standards, and Service Canada requirements
- Identify and address compliance risks; implement corrective action plans
- Initiate compliance procedures for recipients not meeting reporting or attendance requirements
- Provide compliance guidance to management, staff, and the Board
- Maintain accurate recipient files through ARMS database; ensure completeness, accuracy, and confidentiality
- Conduct risk-based reviews of applications and project files
- Collect, analyze, and submit statistical data to HRDC/Service Canada (monthly, quarterly, year-end)
- Review WLMS communications and promotional materials for regulatory compliance
- Coordinate and evaluate annual Service Canada outreach sessions
- Notify employers and program managers of reporting deadlines
- Train new employees on LMMA processes, ARMS database, worker safety, and criminal background check procedures
- Monitor cheque distribution and cash/cheque deposits
- Monitor recovery measures for clients and projects
- Assist with annual audits and financial reviews
- Ensure WLMS operations run smoothly and in compliance with policies
- Perform other duties as assigned by the LMS Committee, including coordinating meetings and community workshops
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Qualifications and Relevant Skill:

- Post-secondary education or equivalent experience in administration, compliance, finance, or employment services
- Valid Class G Driver's License and access to a vehicle
- Experience with database systems, file management, and statistical reporting
- Strong organizational, analytical, and communication skills
- Ability to handle confidential information with discretion
- Ability to work collaboratively with staff, management, and community partners
- Knowledge of Anishinaabe language, culture and practices

Salary: \$ 83,851.00

Deadline: Thursday February 19, 2026 @ 2:00 PM

Submit a cover letter, resume, three work-related references, and an up-to-date Criminal Reference Check (CPIC) to:

Applications – WLMS Manager
Wii-ni n'guch-tood L.M.S.
2102 Wikwemikong Way
Wikwemikong, ON P0P 2J0

We thank all those that apply, however only those candidates selected for an interview will be contacted.