

District of Parry Sound



Social Services
Administration Board

COMMUNITY SERVICES & INCOME SUPPORT

Require a:

Case Support Worker

West Parry Sound Location

Full Time Contract – 35 hrs/wk – Ending December 31, 2020

Rate of Pay \$21.11/hour, plus 4% vacation pay

Responsibilities:

This position will be responsible for support activity to the client caseload and to administration of the Ontario Works office. The position will include a combination of job functions such as ongoing maintenance of client documentation, cheque and report printing and distributing, computer data input and computer systems support, monitoring and follow up of case activity and reception duties.

Qualifications:

- Secondary School Graduation Diploma.
- Minimum two years experience in a Social Services environment, including knowledge of Social Assistance and eligibility issues.
- Skillful knowledge of computer operations, keyboarding and use of office equipment.
- Excellent organizational and communication skills.
- Knowledge and understanding of all legislation relevant to the position.
- Knowledge of community resources.
- Access to the use of a vehicle when required.

**Please submit cover letter & resume (in one document),
referencing Job ID 20U-15 by July 3, 2020**

**Attn: Lisa Moore, CHRL
Director of Human Resources**

1 Beechwood Drive
Parry Sound, ON P2A 1J2
Fax (705)751-5370

Email: jobs@psdssab.org

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

Upon request by the applicant, accommodation will be provided in all parts of the hiring process.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.