

District of Parry Sound



Social Services
Administration Board

Case Worker Ontario Works

Community Services & Income Support Program
Full-Time Contract ending December 30, 2022

35 hrs/wk

Initial Location – West Parry Sound

Responsibilities:

Assess the initial needs of clients calling in or visiting the Ontario Works office; conduct client interviews, complete applications and continue ongoing case management of Ontario Works participants as per directives and legislation.

Qualifications:

- Two-year College Diploma in a field related to Human Services, or an equivalent combination of education, training and program related experience.
- Membership with the Ontario College of Social Workers and Social Service Workers an asset.
- Minimum two years' of experience in a social services environment.
- Knowledge of computer managed documentation and related input and output documents.
- Knowledge and understanding of all legislation relevant to the position.
- Knowledge of community resources an ability to access and refer client inquires appropriately.
- Ability to work independently, co-operatively, and responsibly with minimal supervision.
- Knowledge of the code of ethics of human services, with experience in conducting interviews, assisting individuals and families in finding and using community resources.
- Knowledge of and skill in the application of solutions to meet the challenges facing individuals and families served through the program, including youth, immigrants, refugees, homeless and those with mental health issues.
- Ability to communicate tactfully and to carry out instructions accurately.
- Ability to travel throughout the District as required.

Rate of Pay \$25.37/hour, plus 4% vacation Pay

**Please submit cover letter & resume (in one document)
referencing Job ID 21U-71 by January 23, 2022.**

**Attn: Danielle Villeneuve, CHRP
Manager 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.

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The DSSAB actively seeks candidates from Indigenous peoples, racialized and LGBTQ2S+ communities, women, and people with disabilities. We encourage people from all backgrounds to apply to our postings.