



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

DISTRICT CASEWORKER CLIENT SERVICES DIVISION

ONE PERMANENT PART TIME (21 HOURS) VACANCY EXISTS

WORK LOCATION – Marathon
(Servicing the Township of Manitouwadge)

POSTING NUMBER:	13-2012	STATUS:	EXTERNAL COMPETITION
POSTING DATE:	FEBRUARY 17, 2012	CLOSING DATE:	FEBRUARY 24, 2012
AFFILIATION:	CUPE	HOURS PER WEEK:	21
SALARY GROUP:	10	HOURLY RATE:	\$24.42 – 29.92

POSITION SUMMARY: Under the general supervision of the Supervisor, District Client Services, the District Caseworker performs case work duties to determine eligibility for Ontario Works Programs and Child Care Fee Subsidy. Responds to requests for, and initiates counsel in, other Social Welfare matters relating to client self-sufficiency.

MAJOR RESPONSIBILITIES:

1. Performs duties related to the collection and verification of information required to determine initial and ongoing eligibility for income maintenance programs and child care fee subsidies, ensuring compliance with the *Ontario Works Act, 1997* and the *Day Nurseries Act*.
 2. Transposes personal and financial information to electronic data to initiate, vary or determine payments to applicants/recipients.
 3. Performs all case maintenance duties, including providing advice and direction to clients, to ensure continued eligibility, and maintains case records.
 4. Works as a team member providing backup support for other income maintenance staff as required.
 5. Works as a member of an extended team, together with administrative support staff, in order to provide manual issuance of assistance and other benefits and to ensure the retrieval of reimbursements and excess payments.
 6. Provides counsel to clients in resolving social needs and provides referrals to other appropriate community resources.
 7. Keeps updated on the *Ontario Works Act* and related legislation and the *Day Nurseries Act* and participates in mandatory staff training and development sessions.
 8. Participates in training and orientating new team members.
 9. Responds to crisis situations and participates where team intervention is required to assure the safety of other staff and clientele.
 10. Performs such other related duties as may be assigned.
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QUALIFICATIONS:

Education/Experience

- Degree in social work or a diploma in social service work from a recognized university or community college; and
- Related experience in the social services/work field to equal four (4) years.

Skills/Abilities

- Ability to work with micro and terminal computer systems is required;
- Must possess strong interpersonal skills and demonstrate an ability to meet, counsel and work with a diverse and challenging clientele.

CONDITION OF EMPLOYMENT:

- Valid Class 'G' Driver's License.
 - The use of a vehicle is required.
 - Daily travel will be required and travel will be compensated.
 - Must undergo a successful police records check, Type II.
 - Current First Aid/CPR
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Applications must reference the competition number and be submitted by **4:30 p.m.** on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
34 North Cumberland Street, 5th Floor
Thunder Bay, Ontario, P7A 8B9

Applications may be sent by mail or dropped off at the address indicated above or faxed to 807-345-6146

Applicants currently employed by the TBDSSAB must complete the INTERNAL APPLICATION FORM. All other applicants must complete the EXTERNAL APPLICATION FORM. Application forms are available on our website or are available for pickup at the TBDSSAB 5th floor office located at the above address. For more information on employment opportunities at TBDSSAB visit our website @ www.tbdssab.on.ca/Administration

Applications received for this position will not be acknowledged unless you are being notified of an interview.

As an equal opportunity employer, the TBDSSAB encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups and women.