



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

COMMUNITY CASEWORKER, MARATHON

INTEGRATED SOCIAL SERVICES DIVISION

ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	30-2023	STATUS:	EXTERNAL
POSTING DATE:	MARCH 24, 2023	CLOSING DATE:	MARCH 31, 2023
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	10	HOURLY RATE:	\$29.38 - \$36.55

POSITION SUMMARY:

Under the general supervision of the Supervisor, Social Assistance Programs, the Community Caseworker performs case work duties to determine eligibility for Ontario Works Programs and Child Care Fee Subsidy, compliance with Residential Tenancies Act and ongoing eligibility through Rent-Geared-To-Income program. 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 childcare fee subsidies, ensuring compliance with the *Ontario Works Act*, the *Child Care and Early Years Act (CCEYA)* and *Residential Tenancies 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 Social Assistance Programs staff as required.
5. Works as a member of an extended team, together with administrative support staff, 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, *Child Care and Early Years Act* and *Residential Tenancies 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

- Community college diploma or university degree in social work; or degree or diploma in a related social work program; or specific academic training in social work obtained from a community college or a university.
- Sufficient years of experience as a social worker to equal four (4) years.

Skills/Abilities

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

CONDITIONS OF EMPLOYMENT:

- Valid Class “G” Driver’s License.
- The use of a vehicle is required.
- Must be willing to travel.
- Current First Aid/CPR.
- Must undergo a successful police records check, Type 2.
- Offers of employment made to external candidates are conditional upon providing proof of COVID-19 vaccinations as per TBDSSAB’s COVID-19 Vaccination Policy. If proof of vaccination is not provided, the offer of employment is rescinded.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, ON P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):
<https://www.tbdssab.ca/about/careers/>

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- Offers of employment made to external candidates are conditional upon providing proof of COVID-19 vaccinations as per TBDSSAB's COVID-19 Vaccination Policy. If proof of vaccination is not provided, the offer of employment is rescinded.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



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Ishkwaandemonan**
Opening Doors for You