



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

PLACEMENT SUPPORT WORKER
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) TEMPORARY FULL-TIME POSITION

POSTING NUMBER:	9-2024	STATUS:	EXTERNAL
POSTING DATE:	JANUARY 19, 2024	CLOSING DATE:	JANUARY 26, 2023
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	10	HOURLY RATE:	\$30.33 - \$37.14

POSITION SUMMARY:

Under the supervision of the Supervisor, Social Assistance Programs, the Placement Support Worker is responsible for providing an ongoing link between clients and placement agencies participating in the employment component of the Ontario Works program.

MAJOR RESPONSIBILITIES:

1. Interview participants to develop an employment action plan.
2. Matches suitable candidates to placement for community volunteer, employment placement or upgrading opportunities in the community.
3. Maintains participant contact and updates participant action plans and case notes, assesses, and determines participant requirements, recommends, and issues payments to support the participant in achieving their employment action plan.
4. Documents and maintains appropriate records regarding community and employment placement activities to determine program compliance.
5. Conducts follow up and monitors any placement related issues and resolves same in conjunction with the participant, caseworker, agency, or employer.
6. Recommends payments to outside agencies in accordance with contracts.
7. Collects labour market information for participants regarding job openings and entry and skill requirements and matches suitable participants to employment or volunteer placement opportunities.
8. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience

- Degree or diploma in social work, human resources management, or a related field.
- Three years' experience in the social and human services field.

Skills/Abilities

- Ability to communicate effectively and concisely, both orally and in writing.
- Proven organizational and analytical skills are required.
- Strong knowledge of community organizations and agencies.
- Basic skill level with spreadsheet and word processing software.

CONDITIONS OF EMPLOYMENT:

- The use of a vehicle may be required.
- Must undergo a successful police records check, Type 2.
- Will be required to work irregular hours, 7 hours per day, Monday to Friday between 8:30 a.m. and 10:00 p.m.

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, Ontario, 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>

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



**Baakaakonaanan
Ishkwaandemonan**
Opening Doors for You