

**The District of Nipissing Social Services Administration Board is hiring!  
Case Manager - Bilingual  
(Permanent)  
Bulletin No. D2022-57**

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to the hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Bilingual Ontario Works Case Manager to add to our exceptional Social Services team.

This permanent bilingual Case Manager position provides coverage for our North Bay and Satellite Offices in Sturgeon Falls and Mattawa. The Case Manager is part of a dynamic Ontario Works team that work together to deliver social services and employment supports to the citizens and families in the Nipissing District. This flexible opportunity provides support to open caseloads, assists in determining initial and on-going client eligibility, and helps to develop, implement and monitor employment case plans for participants. The DNSSAB offers a competitive salary of \$56,578.26 to \$67,694.75 annually, a team oriented work environment, encourages a work-life balance with the right to disconnect and is committed to ongoing development.

**Qualifications:**

- Two (2) year post-Secondary Diploma in Social Sciences, Human Services, Business Administration or related field or acceptable combination of education and experience;
- Two (2) years previous experience in Ontario Works Income and Employment support is an asset;
- Experience working in a community setting or related field; providing financial planning, case management and employment supports;
- Demonstrated working knowledge of community resources with the ability to effectively connect clients to supportive services;
- Good working knowledge of the Ontario Works Act & Regulations;
- Good verbal and written communication skills, motivational skills and conflict resolution skills; excellent customer service skills;
- Fluently bilingual in French and English is required;
- Proficiency in the use of computers;
- General knowledge of the full range of programs delivered by DNSSAB including: Ontario Works, Child Care and Social Housing;
- Must possess valid Ontario Driver's License and have a vehicle available for use on the job;
- Respect confidentiality.

**Must be legally eligible to work in Canada.**

**Criminal Reference Check within three (3) months is a requirement.**

**Proof of vaccination is a requirement.**

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **9:00AM, Monday, September 26<sup>th</sup>, 2022. Please follow this link <https://bit.ly/3q15q1S> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**