District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.:	**D2026-21**	**SALARY:**	**$61,368.57 to $73,426.27**
POSITION:	**Case Manager**	**LOCATION:**	**North Bay, ON**
DURATION:	**Temporary Full-Time – Up to 12 months**		

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? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Case Manager to add to our exceptional Ontario Works team.

Under the general supervision of the Supervisor of Employment and Client Outcomes, determines initial and on-going client eligibility according to Ontario Works Act & Regulations; develops, implements and monitors an employment case plan in conjunction with each participant; manages an assigned caseload of Ontario Works recipients.

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;
- 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.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Be Part of an Inclusive Work Culture
- Union Affiliation CUPE 4720-01
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This position is for an existing vacancy. Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **12:00PM, Wednesday, April 29, 2026**. **Please follow this link** https://bit.ly/4chaiHs **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. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.