



## Ontario Works Case Manager

## Bulletin No. D2022-76

Permanent  
Full- Time

Salary  
\$56,578.26- \$67,694.75

Location  
Mattawa

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 Ontario Works Case Manager to add to our exceptional Social Services team.

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 position manages a caseload, determines initial and on-going client eligibility, and develops, implements and monitors an employment case plan for each participant.

### 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;
- Fluently bilingual in French and English is required;
- 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. Police Record 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 **4:30pm, Friday, December 30<sup>th</sup>, 2022. Please follow this link <https://bit.ly/3j4q4fy> 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.**



## 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.

### Full-Time Employees Enjoy:

- Health, Dental, & Vision Benefits
- OMERS Pension (Jan. 1/2023)
- 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

[www.dnssab.ca](http://www.dnssab.ca)