



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.:	D2026-32	SALARY:	\$63,209.63 to \$75,629.06
POSITION:	Transitional Support 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 Transitional Support Case Manager to add to our exceptional Coordinated Services team.

Under the general supervision of the Ontario Works Supervisor, determines initial and on-going client eligibility according to Ontario Works Act & Regulations; negotiates and monitors an Action Plan in conjunction with each participant; manages an assigned caseload of Ontario Works clients. The Ontario Works Case Manager- Transitional Support will use their knowledge and expertise in the area of mental health and/or addiction to support, coach and guide clients struggling with these barriers.

Qualifications:

- Completion of a two (2) year diploma or degree in a Social Science field;
- Two years relevant experience within the last 5 years working in a position that directly delivers mental health and / or addiction services to adults struggling with these barriers;
- Good working knowledge of the Ontario Works Act & Regulations;
- Experience working with people struggling with mental health and/or addiction related issues;
- Comprehensive knowledge of client-centred mental health and addictions interventions, and practice methods;
- In depth knowledge of community resources, treatment centres, social service networks and organizations;
- Sound knowledge of de-escalation techniques and crisis management;
- Good verbal and written communication skills, motivational skills and conflict resolution skills; excellent customer service skills;
- Able to identify when an external referral is required to address the client's needs
- 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. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to **4:30pm, Monday, June 1, 2026**.

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. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.