



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.: D2025-54

SALARY: \$57,466.92 to \$68,683.07

POSITION: Children's Services Representative

LOCATION: North Bay, ON

DURATION: Permanent Full-Time

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 Children's Services Representative to add to our exceptional Children's Services team.

Under the general supervision of the Supervisor, Children's Services, the Children's Services Representative determines the initial and on-going eligibility of parents applying for childcare subsidy in accordance with the Child Care and Early Years Act, Ministry guidelines and District of Nipissing Social Services Administration Board policies and procedures. This position participates in internal and external meetings, community outreach initiatives and planning sessions with child care and early years' service providers, special needs resourcing service providers, community partners and school boards as needed. This position is required to provide optimal quality customer service through strong knowledge of programs and services, attention to detail, applicable federal, provincial and municipal legislation, policy and procedures, community resources and a variety of computer programs and software. The position operates in compliance with legislation, policy, procedures and standards set by the Province and DNSSAB.

Qualifications:

- Post-Secondary Diploma in Early Childhood Education;
- One year previous experience in Early Years or Child Care environment;
- Well developed verbal and written communication skills; excellent customer service skills;
- Working knowledge of Child Care and Early Years Act, Canada-Wide Early Learning and Child Care System and local policies as well as applicable access and privacy legislation;
- Knowledge and experience working with community agencies;
- Knowledge of the Ontario Child Care Management System (OCCMS) and the fee subsidy system;
- Good organizational and time management skills to ensure quality outcomes for children and families across the District;
- Proficiency in desktop applications including working knowledge of Microsoft Office Suite applications;
- Proven ability to manage conflict;
- Respect of confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Valid Ontario Driver's License and a vehicle available for use on the job.

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

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Friday, August 29th, 2025. Please follow this link <https://bit.ly/45ZkUr9> 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.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- 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