



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.: D2026-55
DURATION: Permanent Full-Time
POSITION: Program Assistant – Coordinated Services

SALARY: \$59,190.93 to \$70,743.56
LOCATION: North Bay, ON

The position will perform a wide range of administrative support functions inclusive of program integrity functions, contract administration, data collection, website maintenance, scheduling, program reporting, and assistance with the coordination of day-to-day functions and related projects. This position will also assist in providing superior customer service to community stakeholders by responding professionally and promptly to all questions, inquiries and requests in a timely manner with due regard for confidentiality.

Qualifications:

- Post-Secondary Diploma in Office Administration/Legal Assistant or an acceptable combination of education and experience;
- Two (2) years of directly related experience;
- Knowledge of the Ontario Works, Housing and Homelessness programs and applicable legislation is considered an asset;
- Excellent knowledge of general office procedures and time management skills;
- Comprehensive knowledge of the principles and practices of effective communications, and familiarity with new communications technologies and application to public sector organizations;
- Proven experience in delivering high-quality customer service – client centred, service-oriented, and a team player;
- Knowledge and experience associated with handling and modifying contracts and/or contract administration;
- Experience setting up meetings and public presentation facilities equipment;
- Excellent oral, written and editing skills, with the ability to adapt communications to different audiences and mediums;
- Computer proficiency, including all aspects of Microsoft Office Applications;
- Working knowledge of Tableau software is considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Demonstrated respect of the confidentiality of privileges and sensitive personnel information;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in both official languages is considered an asset.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Union Affiliation
- 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

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, Friday, September 18, 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. 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.