



Bulletin No. D2026-37 Internal

Position:	Bilingual Case Manager
Hours of Work:	8:30am to 4:30pm
Location:	North Bay, ON
Duration:	Temporary Full-Time (up to 12 months)
Salary	\$63,209.63 to \$75,629.06

Duties:

Under the general supervision of the Ontario Works Supervisor, determines initial and on-going client eligibility according to Ontario Works Act & Regulations; develops, implements and monitors an action 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;
- Fluently bilingual in French and English is required;
- 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.

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 his/her 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, Tuesday, June 16, 2026**.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodation 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. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.