



The District of Nipissing Social Services Administration Board is hiring!

Employment Support Worker – Bilingual (Up to 6 months) Bulletin No. D2022-56

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? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to the hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Bilingual Employment Support Worker (ESW) to add to our exceptional Social Services team.

This Bilingual Employment Support Worker position for up to 6 months is physically located in North Bay. As a member of the Employment Services Team, the ESW assists designated staff in implementing and monitoring client employment service plans by accomplishing specific duties. This includes maintaining an opportunities database for job seekers and Ontario Works clients; providing employment services supports in the Nipissing Career Hub; carrying out specified administration functions; and delivering a continuum of designated workshops and one to one employment service plans. The DNSSAB offers a competitive salary of \$52,981.15 per annum, a team oriented work environment, encourages a work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Post-Secondary Diploma in Human Services, Human Resources or Marketing or an acceptable combination of education and experience;
- One (1) year experience working in a career counselling capacity;
- Applied knowledge of adult education theory, principles and practices;
- Knowledge of the local labour market and employment trends;
- Knowledge of current resources available for job seekers in Nipissing District;
- Demonstrated ability to work in a team environment;
- Demonstrated understanding of the principles and practice of confidentiality in a professional office environment;
- General knowledge of special needs/requirements of client populations accessing programs and services delivered by DNSSAB;
- Detail oriented with keen observation skills;
- High-level proficiency in desktop applications including Microsoft Office Suite;
- Ability to communicate effectively and tactfully both oral and written;
- Fluently bilingual in French and English is a requirement;
- A valid Ontario Driver's License and a vehicle available for use on the job.

Must be legally eligible to work in Canada. Criminal Reference Check within three (3) months is a requirement. Proof of Vaccination is required.

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **9:00AM Wednesday, September 21st, 2022**. Please follow this link <https://bit.ly/3d5C5Pn> 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.