District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

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.:	**D2025-38**	**SALARY:**	**$61,368.57 to $73,426.27**
POSITION:	**Ontario Works Staff Trainer**	**LOCATION:**	**North Bay, ON**
DURATION:	**Temporary Full-Time (Up to 12 months)**		

Under the general supervision of the Supervisor of Employment and Client Outcomes, assists the Ontario Works team to provide support, coaching, mentorship and training to all program areas within the Social Services department. Collaborates with staff to resolve issues arising from file audits, program reviews, process and service delivery change, internal reviews, SAMS issues including overpayment issues and regulatory or policy updates.

Qualifications:

- Post-secondary Diploma in Social Sciences, Human Services or related field or an acceptable combination of education and experience;
- Three (3) years previous experience in Ontario Works service delivery;
- Excellent working knowledge of the Ontario Works Act & Regulations, Excellent working knowledge of SAMS;
- Demonstrated analytical skills and ability to develop sound recommendations;
- Demonstrated ability to facilitate decision-making groups and to develop and deliver training sessions;
- Demonstrated ability to work effectively with front line staff and management;
- Demonstrated ability to train front line staff and customize training around individual needs as all levels of learning effectively through multiple mediums;
- Excellent verbal and written communication skills;
- Proficiency in the use of Microsoft Office applications for report writing, data analysis, Microsoft programs and presentations;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Respect of confidentiality.

Contract Permanent Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Health, Dental, Vision, Benefits
- 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.

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Wednesday, July 09th, 2025**. **Please follow this link** https://bit.ly/4epldOG **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.