



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.

Full-Time Contract Employees Enjoy:

- OMERS Pension (Jan. 1/2023)
- 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

www.dnssab.ca

Employment Support Worker- Bilingual Bulletin No. D2023-11

Contract Full Time Up to 6 Months	Salary \$53,775.87 – \$64,271.62	Location North Bay
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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 Employment Support Worker to add to our exceptional Social Services team.

The Employment Support Worker is part of a dynamic Social Services team that work together to assist designated staff in implementing and monitoring client employment service plans by accomplishing specific duties; maintains opportunities database for job seekers and Ontario Works clients, delivers a continuum of designated workshops and one to one employment service plans.

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;
- Fluently bilingual in English and French is required;
- High-level proficiency in desktop applications including Microsoft Office Suite;
- Ability to communicate effectively and tactfully both oral and written;
- A 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, Thursday, May 25th, 2023. Please follow this link <https://bit.ly/40MTbnS> 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.