



DNSSAB IS HIRING!

Supporting Human Services in Our District

The District of Nipissing Social Services Administration Board (DNSSAB) helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable child care, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2026-15

SALARY: \$63,209.63 to \$75,629.06

POSITION: Case Manager

LOCATION: North Bay, ON

DURATION: Temporary Full-Time (up to 6 months)

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 Case Manager to add to our exceptional Ontario Works team.

Under the general supervision of the Ontario Works Supervisor, determines initial and on-going client eligibility according to Ontario Works Act & Regulations; negotiates and monitors an Action Plan in conjunction with each participant; manages an assigned caseload of Ontario Works clients.

Qualifications:

Contract Employees Enjoy:

- 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;
- 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.

- OMERS Pension Plan (Non-Full Time Employees)
- Employee Assistance Program
- Union Affiliation CUPE 4720-01
- Wellness Activities
- Casual attire
- 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. A Police Record Check within three months is required. This position is an existing vacancy. Applications will be accepted **only through the Plum Recruitment Tool until 4:30 p.m. on Wednesday, April 1, 2026**, at <https://bit.ly/4blOdQs>. Applicants must create a profile and complete an assessment prior to uploading a cover letter and résumé.

DNSSAB is an equal opportunity employer. In accordance with its 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; only applicants selected for an interview will be contacted. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.