

POSITION: RETROACTIVE BUDGET CLERK**JOB POSTING #: 2013-0226**

DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543220
POSTING STATUS:	Regular Full-Time	POSITION #:	00002605
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$23.47 to \$27.58 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Calculates retroactive arrears or overpayments on file to ensure proper amount of assistance has been issued to all recipients. Reviews client information on file and in SDMT/CWT/CIMS reports, i.e. earnings, utilities, shelter, FRO (Family Responsibility Office), government income etc, and recalculates benefit entitlement. Completes adjustments for arrears, overpayment calculation and budget sheets for period of review. Prepares letters to recipients regarding overpayments/arrears if a computer generated letter is not appropriate. Reviews FRO Case Management System (FCMS) records and completes Statement of Arrears for the Family Responsibility Office (FRO) based on assistance given to clients versus support orders. Reviews assignments including those for Support, Sponsorship obligations, OSAP, EI, CPP, insurance benefits, employment related income, lawsuits, etc. and calculates debt owed to Ontario Works as a result of pending/retroactive payments to clients. Reviews notice of bankruptcy requests directed to Department on current/past O.W. cases consolidating all aspects of bankruptcy and relevance to O.W. work with Federal counterparts (CIC) in processing all documents related to sponsorship debts to O.W. including calculation of the actual debt amount. Reviews overpayments and arrears for accuracy at the request of staff and recipients and assists other staff member in completing calculations or arrears/overpayments. Attends court as needed regarding the calculation of overpayments due to fraud. Communicates with the public and fellow staff members in a tactful and courteous manner. Telephone contact with FRO, Law Offices, Bankruptcy Trustees, government agencies, etc., to verify or obtain information as well as with clients to discuss disputed overpayments, to make arrangements to repay overpayments and sponsorship debts, explain assigned income, etc. Responds to inquiries from LAW regarding forms with respect to Notice of Bankruptcy filings and lawsuit settlements. Acts as a resource for archived information for the Department. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a Social Services environment utilizing the Microsoft Suite of Products (such as Excel, Word, Outlook).
- Must be proficient and accurate with a typing speed of 40 wpm.
- Must have Knowledge of O.W. and ODSP legislation and be able to utilize Provincial Assistance computer systems: FCMS, SDMT, CWT, etc.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• 2013 at 8:30 AM to , 2013 at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer Form and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none">• By Human Resources on December 5, 2013 |