

**INTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>INTAKE RECEPTIONIST</b>	<b>JOB POSTING #:</b>	<b>2015-0049</b>
<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543227
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	4392
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$22.83 to \$26.89 per hour
<b>DEADLINE DATE:</b>	Tuesday, March 3, 2015	<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**  
To greet the public, obtain information relative to social assistance concerns and address-associated inquiries. Will verify pertinent information and complete/issue various forms. Performs clerical duties as necessary. Will provide general direction and information to clients. Must communicate with the public and fellow staff in a tactful and courteous manner. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

- QUALIFICATIONS:**
- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in the Social Services field or Ontario Ministry of Education equivalency
  - Must have over six (6) months of experience in a Social Services setting;
  - May be required to lift up to 52 lbs.;
  - Must be familiar with all facets of the social support services area including related community services;
  - Must have experience with the Microsoft Suite of Products.

- POSTING SPECIFICS:**
- Posting Period:** • **Wednesday, February 25, 2015 at 8:30 AM to Tuesday, March 3, 2015 at 4:30 PM**
- Who May Apply:** • **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- How To Apply:** • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:** • 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
- Update:** • By Human Resources on February 24, 2015

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.