

**POSITION: SENIOR CLERK, CONTROL****JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543228**POSTING STATUS:** Regular Full-Time**POSITION #:****# 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:**

Reporting to a supervisor within Community Development & Health Services, responsible for assessing client circumstances to take applications for funeral & burial requests. Responsible to make attempts to recover monies, funds from assets & benefits from deceased persons. Interviews applicants and participants in order to complete applications to determine eligibility. Make recommendations for funeral and burial assistance for all low income individuals and persons and former Ontario Works & Ontario Disability Support Program recipients in the Essex County Region. Contacts funeral home directors to arrange funeral/burial services for eligible deceased persons. Documents and processes benefits in a timely manner and in a computerized environment using the Current Provincial client information support database. Responsible to apply for, complete assignments for death or Pension or insurance benefits that the deceased would be entitled to. Responsible to assign and recover monies from assets of the deceased from the Estates or Financial Institutions or the last social assistance entitlement. Responsible to follow up, keep records and track the progress of funds recoveries. Responsible to post or reconcile the funds received from recovery or reimbursement. Perform other related duties as required. Perform Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus (1) year post secondary education in Business Administration Studies from a community college or Ontario Ministry of Education equivalencies;
- Must have over (1) year experience in a computerized accounting or business administration office environment using Microsoft Office Suite of products including Windows, Word, Excel, Power Point and Outlook;
- Must have proven written and verbal communication skills;
- Must have good human relations skills;
- Must be a responsible and self-directed individual who works well independently and as part of a team;
- Must be bondable;
- Must have minimum accurate typing speed of 40 w.p.m.;
- Knowledge of Social Assistance programs and guidelines will be considered an asset;

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- 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:**
- 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:**
- By Human Resources on May 10, 2013