

**POSITION: CASEWORKER – DISCRETIONARY
BENEFITS****JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543231**POSTING STATUS:** Regular Full Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.15**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$28.19 to \$33.15 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to a Supervisor, responsible for interviewing applicants and participants in order to complete assessments to determine eligibility and entitlement for emergency assistance and discretionary benefits for low-income individuals and families and persons in receipt of Ontario Disability Support Program (ODSP). Responsible for documenting and processing benefits in a timely manner and in a computerized environment using the Service Delivery Model Technology (SDMT) program. Responsible for assessing client circumstances to identify specific needs and to make referrals to community agencies as required. Develops and maintains a good rapport with customers and other staff members. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year post secondary school degree from a University in Social Sciences, Social Work, Public Administration, Business Administration or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a social services setting.
- Must have good knowledge of Social Service programs and related legislation.
- Must be a mature person who can demonstrate sensitivity to client needs.
- Must have operating knowledge of computer systems/programs including the Microsoft Suite of Products such as Word, Excel, Outlook.
- Must have a strong customer service focus and strong verbal and written communication skills.

POSTING SPECIFICS:**Posting Period:**

- **Thursday, December 12, 2013 at 8:30 AM to Wednesday, December 18, 2013 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 October 25, 2013