

**POSITION: FAMILY SUPPORT WORKER****JOB POSTING #:**

<b>DEPARTMENT:</b>	Employment & Health Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543236
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	4590
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.17
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$30.31 to \$35.68 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to a Supervisor, responsible to secure spousal and/or child support provisions for social assistance recipients. Represents and acts on behalf of the Corporation of the City of Windsor and other Municipalities, the Minister of Community and Social Services, and recipients of social assistance in any court or proceeding where entitled to as an agent. Interviews applicants/recipients and prepares, compiles, investigates, and reviews information relative to possible litigation in Provincial Court – General Division/Family Division/Family Responsibility/Supreme Court pertaining to support issue disputes; researches and provides direction to applicants/recipients and staff matters relating to family support. Makes referrals to outside agencies where necessary. Acts in mediation services if requested by the courts. Acts as resource person to the Department of Social Services supervisors and staff pertaining to government legislation i.e. Family Law Act, Legal Aid Act, etc. Acts as a liaison person between the Department of Social Services and the legal community. Negotiates on behalf of City/Ministry with lawyers and/or potential payers regarding settlement of new support or arrears owed to the Corporation of the City of Windsor of MCSS. Complete necessary follow-up regarding support payments, assignments and conditions of actual settlement. Uses various search methods. Reviews existing court orders for adequacy and determines if further court action is required (application to vary, etc.). Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year post secondary school University Degree in Social Sciences, Social Work, Public Administration or Business Administration and completion of relevant law courses or Ontario Ministry of Education equivalencies.
- Must have over three (3) years progressive experience in a Social Services setting
- Must have working knowledge of Family Law act, R.S.O. 1990; Family Responsibility and Support Arrears Enforcement Act, 1996; Divorce Act; Ontario Legal Aid Plan; and Social Assistance legislation.
- Must have proven written and verbal communication skills as well as excellent analytical skills.
- Must be computer literate and well versed in the Microsoft Suite of Products, such as Outlook, Word and Excel.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act and provide a driver's abstract as a condition of employment.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• at 8:30 AM to at 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>  |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on January 15, 2014</li></ul>   |