

POSITION: CASEWORKER – HOUSING SUPPORT**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543237**POSTING STATUS:** Temporary Full-time**POSITION #:** Heavy Workload**# OF POSITIONS:** Three (3)**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 recipients in order to complete assessments to determine initial and ongoing eligibility for various classes of social assistance through the use and application of computer technology; monitoring of lodging home operation to ensure adherence to municipal by-law, assure stipulations and obligations under agreement are compiled with respect to the supervision, care, safety and well-being of clients; review of resident trust records for accuracy and accountability in accordance with contractual responsibilities; investigation and documentation of details of serious occurrences; examination of medical records to determine administration in accordance with physician's instructions; documenting and verifying information; making recommendations as to eligibility; maintaining and organizing a caseload to ensure legislative requirements are met and service is provided; identifying client needs and making appropriate referrals; develop and maintain a good rapport with clients and other staff members; maintain financial monthly billing of Lodging Home/Excel spreadsheet; reconcile billing monthly. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform 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 or Social Work 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 as well as knowledge of municipal by-law #395-2004 Schedule L1 and agreement requirements.
- 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 and Outlook.

POSTING SPECIFICS:**Posting Period:**

- **Wednesday, January 15, 2014 at 8:30 AM to Tuesday, January 21, 2014 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 November 6, 2013