



Employment

Internal Job Opportunity

POSITION: ELIGIBILITY REVIEW OFFICER		JOB POSTING #:	
DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543240
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.17
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$30.31 to \$35.68 per hour
		HOURS PER WEEK:	33.75

DUTIES:

To conduct confidential investigations into allegations of fraud or other situations where eligibility of Ontario Works recipients are questioned; acts on behalf of the Minister as a witness in the courts; compiles complete reports re: fraud cases, assists police on any subsequent charge. Will maintain a current file subsequent to the police accepting the case and commencing their own investigation in court proceedings; will assist the police in witness statements where necessary; may lay charges and swear information to a J.P. re: fraud cases; will ensure that corporate evidence is obtained for court proceedings; will act as agent for the Corporation whether before the Social Assistance Review Board or in any other proceedings as deemed appropriate by the Service Area; authorizes issuance of assistance under relevant social assistance legislation; review eligibility of recipients for Ontario Works; will make recommendations to a supervisor as to ongoing eligibility which remains consistent with Ontario Works policy/procedural guidelines in the Service Area; will ensure that restitution payments are sent to the Corporation as ordered by the courts; will determine periods of eligibility or ineligibility by budget review process; will provide practical counseling and direction to recipients as a result of eligibility review and related matters to Minister and Municipal staff; provide statistical and other information regarding eligibility review caseload in accordance with reporting requirements; will be responsible for all stolen cashed cheques; may be requested to train and advise income support workers on document changes and how the documents should be completed for court purposes; will provide counseling re: eligibility; will complete precise calculations on any investigation involving client overpayments; acts as the Service Area resource person re: fraud; maintains audit and FIPPA responsibility; perform other related duties as required. 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 or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience in the Social Services field as a Caseworker
- 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 be bondable.
- 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.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• By Human Resources on November 25, 2013 |



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