

INTERNAL JOB OPPORTUNITY

POSITION:	SOCIAL WORKER (BSW)	JOB POSTING #:	2015-0081
DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543242
POSTING STATUS:	Regular Full-Time	POSITION #:	4570
# OF POSITIONS:	1	GRADE/CLASS:	0.16
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$29.52 - \$34.72 per hour
DEADLINE DATE:	Monday, March 30, 2015	HOURS PER WEEK:	33.75

DUTIES:
 Provide professional counselling, crisis intervention and assessments to clients as directed; assess client needs in such areas as employability, provide recommendations on case management and referrals to resources; provide consultation to management and staff in program, case-related matters and serve as a resource person; liaises with community groups and agencies to facilitate departmental and/or client needs; maintains professional relations with clients, the public, and fellow staff. Responsible to move files, office supplies and stack of paper. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as required.

QUALIFICATIONS:

- Must have a four (4) year, post-secondary school Bachelor’s Degree in Social Work or Ontario Ministry of Education equivalencies;
- Must be currently registered and maintain registration with the Ontario College of Social Workers and Social Service Workers as a condition of continued employment in this position;
- Must have over one (1) year of experience in the Social Services field;
- Must have experience in a computerized office environment utilizing the Microsoft Suite of Products (such as Word, Outlook, etc);
- Must be a mature person who can demonstrate sensitivity to client needs and who has a good knowledge of Social Service programs and related legislation;
- Must have exceptional interpersonal, communication and organizational skills;
- May be required to lift up to 12 lbs;
- 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 license will be required in accordance with the Highway Traffic Act and must provide a Driver’s abstract as a condition of employment.

Continued.....

INTERNAL JOB OPPORTUNITY**POSITION: SOCIAL WORKER (BSW)****JOB POSTING #:****2015-0081****POSTING SPECIFICS:**

- Posting Period:**
- Tuesday, March 24, 2015 at 8:30 AM to Monday, March 30, 2015 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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
- Update:**
- By Human Resources on March 23, 2015

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.