

POSITION: CASEWORKER – CHILDREN’S SERVICES JOB POSTING #:

DEPARTMENT:	Housing & Children’s Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543260
POSTING STATUS:	Temporary 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 the Children’s Services Family Strengthening Supervisor - responsible for completing applications for various classes of child care subsidy assistance; documenting and verifying information; making decisions as to eligibility for child care subsidy; maintaining and organizing a subsidy caseload to ensure that legislative requirements are met and service is provided; identifying customer needs and making appropriate referrals ; develop and maintain a good rapport with customers and other staff members. Perform other related duties as required. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program.

QUALIFICATIONS:

- Must have recognized three (3) year University degree in the Social Sciences or Social Work or Ontario Ministry of Education equivalency, combined with over one (1) year experience in the Social Services settings;
- Must be a mature person who can demonstrate sensitivity to customer needs and who has a good knowledge of Social Services and/or Early Childhood Education.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 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 May 17, 2012