

POSITION: INTAKE CLERK**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543355**POSTING STATUS:** Regular Full-time**POSITION #:** 3358**# OF POSITIONS:****GRADE/CLASS:** 0.07**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.03 to \$24.74 per hour (2012)**HOURS PER WEEK:** 33.75**DUTIES:**

Performs general office duties including pre-application registrations with information provided by clients over the phone and on-line and referrals from OW Caseworkers; schedules call back appointment for Children Services Caseworkers and advises clients of required documents. Responds to, retrieves, re-routes and records phone inquiries, and provides information to the public concerning childcare programs. Types case notes, files and distributes authorizations and general correspondence. Reviews client files for time limit on eligibility. Maintains a record of referrals for Day Nursery Assistance and of clients requesting funding at purchase of service centers as required. Performs telephone reception duties. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Must maintain amiable relations with co-workers and customers. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment using the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook.
- Must have a minimum typing speed of 40 w.p.m.
- Must have neat and legible penmanship.

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 November 16, 2012