

INTERNAL JOB OPPORTUNITY

POSITION: LOCAL BUSINESS EXPERT		JOB POSTING #:	
DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543409
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Reporting to a Supervisor Ontario Works, responsible for providing technical support to Ontario Works staff regarding changes, updates and problem resolution to the Social Assistance Management System (SAMS). Responsible for receiving communications relative to changes impacting SAMS from the Ministry of Community and Social Services. Conducts an analysis of the impacts on the system and provide direction based on own analysis and ministry communications or action plans. Troubleshooting individual and generalized case scenarios with recommended action plans to resolve issues. Independently action items to resolve issues relating to SAMS. Train and instruct staff on new initiatives relative to SAMS changes. Provide motivation and encouragement to assist in focusing staff using the technology. Membership on the SAMS Provincial Working Group or other committees as needed. Will perform Local System Support (L.S.S.) duties in conjunction with other staff to assist in SAMS functions. Perform other related duties as required. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program.

QUALIFICATIONS:

- Must have a three (3) year University Degree in the Social Sciences, Business or Computer Sciences or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in the Social Services Field;
- Must be a mature person who can demonstrate sensitivity to customer needs and who has a good knowledge of Social Services programs and related legislation;
- Must have an advanced level of operating knowledge of the Social Assistance Management System (SAMS) for Ontario Works and have an operating knowledge in a computerized office environment utilizing the Microsoft Office suite of Products;
- Will be required to lift up to 12 lbs.

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- Posting Period:**
- at 8:30 AM to 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 November 12, 2014

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.