

POSITION: CASEWORKER - FLOAT

JOB POSTING #: 2013-0155

Department: Employment & Social Services

Union: 543

Posting Type: Corporate

Job code: 543423

Posting Status: Regular Full-time

Position #: 4594

of Positions: 1

Grade/Class: 0.15

Shift Work Req'd: No

Salary Range: \$28.19 to \$33.15 hourly

Hours Per Week: 33.75

DUTIES:

Reporting to a Supervisor, responsible for interviewing applicants and recipients in order to complete assessments to determine initial and ongoing eligibility for various classes of Social Assistance. Responsible for documenting in a computerized environment and verifying information; maintaining and organizing a caseload to ensure legislative requirements are met and service is provided. Responsible for assessing client circumstances to identify client needs and to make appropriate referrals. Conducts ongoing assessment of eligibility and service plan progress and provides appropriate follow-up and case coordination. Liaise with community agencies with regards to social, employment and training opportunities for clients. Develops and maintains 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 a three (3) year post secondary school degree from a University in Social Sciences, Social work, Public Administration, Business Administration or Social Work field or Ontario Ministry of Education equivalency.
- Must have over (1) year experience in a capacity of direct counselling/case management/client service in a social service setting.
- 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 proven written and verbal communication skills as well as excellent analytical skills.
- Must have operating knowledge of computer systems/programs including the Microsoft Suite of Products such as Outlook, Word and Excel.

POSTING SPECIFICS:

Posting Period:

- Tuesday, August 6, 2013 at 8:30 A.M. to Monday, August 12, 2013 at 4:30 P.M.
- **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 October 25, 2013