

POSITION: POLICY & PROCEDURE COORDINATOR**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543430**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.13**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$26.20 to \$30.80 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Under the direction of the Policy & Staff Development Manager is responsible for the coordination, development and implementation of all internal policies and procedures for the Social Services Department. Will review, monitor and evaluate departmental policies on an ongoing and rotational basis; work with the department in the areas of research of best practices, Ministry directives and guidelines; develops and maintains a Policy and Procedure Manual; Assist in the training and implementation of new policies and procedures and will prepare conclusive/informative reports; Must maintain amiable relations with co-workers and customers. Performs Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary school education from a Community College or University in Business or Social Science or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience in the delivery of social services programs and policy development.
- Must have exceptional interpersonal, communication and organizational skills.
- Must have experience in an office setting and training in the Microsoft Office Suite of Products including Windows, word, Excel and Outlook.

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 25, 2013