

**POSITION: CASEWORKER–EMPLOYMENT SERVICES  
BILINGUAL****JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543546**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.16**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$29.23 to \$34.38 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to a Supervisor, responsible for the delivery of a wide range of employment services and supports to social assistance recipients or the general public through Employment Ontario and/or Ontario Works Initiatives, including employment planning, case management and placement into training and employment; also completes applications for various classes or assistance/programs, documenting and verifying information; making recommendations as to eligibility or for programming or training; recommending or issuing employment initiatives; maintaining and organizing a caseload to ensure legislative requirements are met and services provided; identifying client needs and making appropriate referrals; develop and maintain a good rapport with clients, other staff members and the Community. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as required.

**QUALIFICATIONS:**

- Must have three (3) years post secondary school degree from a University in Social Sciences, Public Administration, Business Administration, Social Work or Ontario Ministry of Education equivalencies;
- Must have over three (3) years experience in the social services setting with good knowledge of Social Service programs and related legislation;
- Must be fluently bilingual (French & English)
- Must be a mature person who can demonstrate sensitivity to client needs;
- Must have operating knowledge of computer systems/programs including the Microsoft Suite of Products such as Word, 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 May 16, 2014