

**POSITION: CASEWORKER-ONTARIO WORKS  
BILINGUAL**

**JOB POSTING #:**

<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543550
<b>POSTING STATUS:</b>	Regular Full-time	<b>POSITION #:</b>	2727, 2759
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.15
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$28.19 to \$33.15 per hour
		<b>HOURS PER WEEK:</b>	33.75

### DUTIES:

Reporting to a Supervisor, responsible for interviewing applicants and recipients at the office or occasionally offsite 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; Refers clients as well as liaises with various in-house and Community agencies; 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. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year post secondary school degree from a University in Social Sciences, Social Work, Business Administration or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in the social services setting with good knowledge of Social Service programs and related legislation
- Must be bilingual (English and French)
- 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:

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|------------------------|--|
| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• 2013 at 8:30 AM to Monday, 2013 at 4:30 PM</li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li> </ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li> </ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to the Human Resources Department or one of the Customer Care Centres</li> <li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li> </ul>                                     |
| <b>Updated:</b>        | <ul style="list-style-type: none"> <li>• By Human Resources on May 14, 2013</li> </ul>   |