



ONTARIO WORKS CASE MANAGER
Temporary, full-time union position
(Maternity Leave)

The Kenora District Services Board (KDSB) is currently seeking to fill the role of Ontario Works Case Manager on a temporary basis at its office located in Sioux Lookout, Ontario.

Specific responsibilities include the collection and verification of information required to determine initial and ongoing eligibility for income maintenance programs; negotiation of case plan to assess employability, identify barriers, and assist in setting realistic goals; transferring personal and financial information to electronic systems; counseling clients with employment goals and social needs; referring clients to appropriate community resources, placements, training, jobs, and services; building and maintaining strong relations with internal and external stakeholders; maintaining the resource room; and providing assistance to clients with resumes, interview skills, and job searching.

QUALIFICATIONS

The successful candidate will have completed a two year college program with specialization in social services or a related field. A combination of education and/or experience will be considered. Knowledge of and/or experience using the Service Delivery Model Technology (SDMT) would be a definite asset. A strong working knowledge of the Ontario Works legislation is preferred but not required. In addition to the above, the successful candidate will have proficient computer skills with experience using the MS Office Suite, excellent customer service skills, and strong interpersonal skills.

The successful candidate must possess and maintain a valid Ontario Driver's license and have access to a reliable vehicle to use on the job. Employment is conditional upon the provision of a satisfactory criminal background check.

Interested applicants are invited to submit a cover letter and resume (marked **OW#12-01**) outlining relevant experience and qualifications on or before Friday, February 24, 2012 at 4:30pm to the attention of:

Helen Clark, Ontario Works Manager
Suite 1 - 211 Princess Street, Dryden, ON P8N 3L5
E-mail: hclark@kdsb.on.ca
Fax: (807) 223-6500

Information on the KDSB, along with a copy of this posting, can be obtained at
<http://www.kdsb.on.ca>.

While all responses are appreciated only applicants
selected for an interview will be contacted.