

JOB DESCRIPTION

POSITION:	FAMILY SUPPORT WORKER		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543236
HOURS OF WORK:	33.75	GRADE/CLASS:	0.17
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to a Supervisor, this position will be responsible to secure spousal and/or child support provisions for social assistance recipients. Represents and acts on behalf of the Corporation of the City of Windsor and other Municipalities, the Minister of Community and Social Services, and recipients of social assistance in any court or proceeding where entitled to as an agent. Interviews applicants/recipients and prepares, compiles, investigates, and reviews information relative to possible litigation in Provincial Court – General Division/Family Responsibility/Supreme Court pertaining to support issue disputes; researches and provides direction to applicants/recipients and staff on matters relating to family support. Makes referrals to outside agencies where necessary. Acts in mediation services if requested by the courts. Acts as a resource person to the Department of Social Services supervisors and staff pertaining to government legislation i.e. Family Law Act, Legal Aid Act, etc. Acts as a liaison person between the Department of Social Services and the legal community. Negotiates on behalf of City/Ministry with lawyers and/or potential payers regarding settlement of new support or arrears owed to the Corporation of the City of Windsor of MCSS. Complete necessary follow-up regarding support payments, assignments and conditions of actual settlement. Uses various search methods. Reviews existing court orders for adequacy and determines if further court action is required (application to vary, etc.). Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school University Degree in Social Sciences, Social Work, Public Administration or Business Administration and completion of relevant law courses or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of progressive experience in a Social Services setting;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have working knowledge of Family Law act, R.S.O.-1990, Family Responsibility and Support Arrears Enforcement Act-1996, Divorce Act, Ontario Legal Aid Plan and Social Assistance legislation;
- Must have proven written and verbal communication skills as well as excellent analytical skills;
- Must be computer literate and well versed in Microsoft Suite of Products: Outlook, Word and Excel;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.