

JOB DESCRIPTION

POSITION:	CASEWORKER - FLOAT		
DEPARTMENT:	Employment & Social Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543423
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.15

DUTIES:
Reporting to a Supervisor, this position will be responsible for interviewing applicants and recipients 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. Conducts ongoing assessment of eligibility and service plan progress and provides appropriate follow-up and case coordination. Liaises 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. Will perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as required.

- QUALIFICATIONS:**
- Must have a three (3) year University Degree in Social Sciences, Social Work, Public Administration, Business Administration, related Social Work field or Ontario Ministry of Education equivalency;
 - Must have over one (1) year of direct client support experience as it relates to human services planning and/or case management in a Social Services environment with good knowledge of Social Service programs and related legislation;
 - Must have the ability to travel to off site 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 be a mature person who can demonstrate sensitivity to client needs and who has a good knowledge of Social Service programs and related legislation;
 - Must have proven written and verbal communication skills as well as excellent analytical skills;
 - Must have operating knowledge of computer systems/programs including the Microsoft Suite of Products such as 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.