

JOB DESCRIPTION

POSITION:	POLICY & PROCEDURE COORDINATOR		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543430
HOURS OF WORK:	33.75	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Policy & Staff Development Manager, this position will be responsible for the coordination, development and implementation of all internal policies and procedures for the Social Services Department. Will review, monitor and evaluate departmental policies on an ongoing and rotational basis; work with the department in the areas of research of best practices, Ministry directives and guidelines; develops and maintains a Policy and Procedure Manual; assists in the training and implementation of new policies and procedures and will prepare conclusive/informative reports; Must maintain amiable relations with co-workers and customers. 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 an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary school education from a Community College or University in Business or Social Sciences or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in the delivery of Social Services programs and policy development;
- 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 have experience in an office setting and training in the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook;
- Must have exceptional interpersonal, communication and organizational skills;
- 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.