

JOB DESCRIPTION

POSITION:	STAFF TRAINER		
DEPARTMENT:	Employment & Social Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543433
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.16

DUTIES:

Reporting to the Staff Development Coordinator, this position will be responsible for the development and maintenance of on-going staff training programs and job aids for Ontario Works (OW) staff to meet the OW Program goals and objectives and support the Social Services Department mission and core values. Responsible for the delivery of training to support the implementation of changes to OW Legislation, Provincial Policy Directives, and Local Policy. Make recommendations with respect to training and development needs of staff. Deliver training to new recruits and provide on-going support and assistance to all staff. Stay abreast of current and changing trends to enhance program delivery consistent with provincial standards to meet funding objectives. Conduct periodic training needs assessment and research. Participate in various committees as appropriate. Will liaise with OMSSA (Ontario Municipal Social Services Association), Human Resources and network with other trainers or similar positions in other municipalities/agencies. Will perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as required.

Note: Please be advised that the initial job placement for this posting will be at the **Windsor** location. However, applicants are reminded that management reserves and retains its rights to transfer employees and change their work assignment location at any time.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Degree from a University in Social Sciences, Social Work, Business Administration, Public Administration or Ontario Ministry of Education equivalencies;
- Must have over three (3) years 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 will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have exceptional communication (oral and written), presentation and interpersonal skills;
- Must have strong organizational skills with the ability to work both independently and in a team environment;
- Must have collaborative skills and experience working with diverse groups;
- Must have thorough knowledge of the Ontario Works Act and Regulations and be able to interpret same;
- Must have a demonstrated ability to work with the Microsoft Suite of Programs, including Word, Outlook 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.