

Job Posting #:

Job Title: CASEWORKER - HOUSING SUPPORT - BILINGUAL - 543555

Department: Housing & Children's Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

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 through the use and application of computer technology; monitoring of lodging home operation to ensure adherence to municipal by-law, assure stipulations and obligations under agreement are compiled with respect to the supervision, care, safety and well-being of clients; will meet with clients at the respective Rest Home locations to complete required applications and/or to obtain updated status/changes; may be required to travel to clients' homes to perform initial interviews; review of resident trust records for accuracy and accountability in accordance with contractual responsibilities; investigation and documentation of details of serious occurrences; examination of medical records to determine administration in accordance with physician's instructions; documenting and verifying information; making recommendations as to eligibility; maintaining and organizing a caseload to ensure legislative requirements are met and service is provided; identifying client needs and making appropriate referrals; develop and maintain a good rapport with clients and other staff members; maintain financial monthly billing of Lodging Home/Excel spreadsheet; reconcile billing monthly. 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 Degree from a University in Social Sciences or Social Work or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a Social Services setting;
- 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 fluently bilingual (English & French);
- Must have good knowledge of Social Service programs and related legislation as well as knowledge of municipal by-law #395-2004 Schedule L1 and agreement requirements;
- Must be a mature person who can demonstrate sensitivity to client needs;
- Must have operating knowledge of computer systems/programs including the Microsoft Suite of Products such as Word, Excel and Outlook;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.