



**Case Manager
Chapleau**

Permanent Vacancy

Posted: January 10, 2018

Competition #2018-02-ISS

Duties: Under the management of the Director of Integrated Social Services, the Case Managers determine and monitor ongoing eligibility of applicants and recipients of the Ontario Works, Child Care and Social Housing programs. Case Managers provide employment-related support services, Community Placements and Employment Placements for clients as well as monitor their participation in these placements.

Qualifications: Successful completion of a post-secondary Diploma in the Human Services Field. At least three years of human services experience. Knowledge of the Ontario Works Act, Child Care Early Years Act and the Social Housing Residential Tenancy's Act. A command of and proficiency in the use of information technology. Excellent interpersonal and organizational skills as well as the ability to set priorities and work independently. Valid Ontario Class G driver's license with insured vehicle for employment related use. This position involves extensive travel. Bilingual (English – French) as an asset.

Location: Chapleau

Salary: \$30.53/hour in accordance with pay scale as determined by the collective agreement with CUPE Local 4705.

Commencement Date: to be determined.

Interested individuals are invited to submit a covering letter and a résumé outlining their education, skills, qualifications and experience and how they relate to this position no later than **January 26, 2018, 4:30 p.m.**

Please forward your application quoting competition # 2018-02-ISS to the attention of:

Human Resources Department.
Manitoulin-Sudbury District Services Board
210 Mead Blvd
Espanola, Ontario
P5E 1R9
Fax (705) 862-7866
Email: jobs@msdsb.net