



**Integrated Program Assistant
Little Current**

**Temporary Vacancy
Up to 12 months**

Posted: April 24, 2018

Competition #2018-05-ISS

Duties: Under the management of the Director of Integrated Social Services, the Integrated Program Assistant will be responsible for collecting and analyzing information from clients in order to make recommendations for applicants to receive social housing, child care, and social assistance. In addition, this position provides support to tenants in the receiving and managing work requests and provides referrals to clients regarding employment and education by providing administrative support.

Qualifications: Successful completion of secondary school (Grade 12) education. Successful completion of a diploma in the Social Sciences field from a recognized college with Canadian accreditation is considered an asset. At least two (2) years of related experience preferably in the municipal social services or employment services field. Bilingualism (English and French) is considered an asset. Valid Ontario Class G Drivers License with insured vehicle for employment related use.

Location: Little Current

Salary: \$23.08 per hour in accordance with pay scale as determined by the collective agreement with CUPE Local 4705.

Commencement Date: As soon as possible.

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 **May 22, 2018 at 4:30 pm**.

Please forward your application quoting competition #2018-05-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

Information gathered relative to this position is done in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.

While all responses are appreciated, only applicants selected for an interview will be contacted.