



Integrated System Navigator
Full-time Permanent - 35 Hours / Week
Location – Town of Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community in which to live, work, and play.

Overview of the Opportunity

The **Integrated System Navigator** (ISN) provides a holistic approach to integrated human services in the Income Support and Stability department. Reporting to the Supervisor of Income Support and Stability, the ISN position supports individuals and families by creating a client-led service plan including the identification of specific service goals to improve life stability and enhance well-being.

Required Qualifications Include

- Two-year College Diploma in a field related to Human Services.
- Membership with the Ontario College of Social Workers and Social Service Workers is an asset.
- Minimum two years of experience in a social service environment.
- Experience in case management, trauma-informed care, and working with those with complex needs such as homelessness or mental health and addictions as an asset.
- Knowledge of computer-managed documentation and related input and output documents. A working knowledge of SAMS is preferred.
- Strong understanding of cultural safety and cultural competency for Indigenous/racialized populations.
- Knowledge of the code of ethics of human services, with experience in conducting interviews, and assisting individuals and families in finding and using community resources.
- Must have a valid class G driver's license, access to a reliable vehicle, and ability to travel throughout the district as required.

Principal Responsibilities Include

- Initial and ongoing determination of eligibility, employability, housing needs, and required stability supports of participants.
- Provide assertive case management and coordination along with Community Service Providers of participants as per directives, Board Policies, and legislation.

- Initiate and assist the participant/family in completing applications, forms, and documentation to explore and obtain additional stability support and financial resources.
- Ongoing case management of program participants with a Housing First and Trauma-Informed lens to move participants to self-sufficiency and life stability.
- Creating a client-led service plan including the identification of specific service goals to improve life stability and enhance well-being
- Ongoing input of participant information into all relevant computer systems to ensure all reports, profiles, notes, and files are accurate and up to date, including in SAMS, FIIT, and the By Name List.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Salary Range

\$27.39 / hour, as per Collective Agreement.

Classification

OPSEU – Integrated System Navigator
Status – Full-time Permanent

Please submit a cover letter & resume referencing job ID 24U-42 by November 26, 2024

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

