

## **Case Support Worker** **Income Support and Stability**

Full-time Permanent, 35 hours per week, Monday to Friday

Rate of Pay: **\$23.24/hour** (as per Collective Agreement)

Location: South River

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 seeking a **Case Support Worker** to provide support activity to the DSAAB and the administration of the Income Support and Stability department. The position will include a combination of job functions such as ongoing maintenance of client documentation, cheque, and report printing and distributing, computer data input and computer systems support, monitoring and follow-up of case activity, and reception duties.

### **Qualifications (partial list)**

- Secondary School Graduation Diploma.
- Experience in a Social Services environment, an asset.
- Skillful knowledge of computer operations, keyboarding, and use of office equipment.
- Excellent organizational and communication skills.
- Knowledge of community resources.

### **Essential Duties**

- Provide support to Integrated System Navigators on client activity, files, and all components of the Income Support and Stability program.
- Reception duties including greeting and assisting all people who arrive at or call the DSSAB office. Responsible for receiving documents, monies, and issuance of receipts for payments.
- Provide support to all DSSAB programs.

**We are proud to offer the following to our permanent employees:**  
OMERS Pension Plan, Paid time off (including sick time and vacation), Employee Wellness,  
Employee Assistance Program, and Professional Development

**Please submit a cover letter & resume referencing job ID 24U-32 by August 1, 2024**

**Attn: Danielle Villeneuve, CHRP - Director of Human Resources**

Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)

(A full copy of the job description, including full qualifications and responsibilities, is available upon request from: [jobs@psdssab.org](mailto:jobs@psdssab.org))

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

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 providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. 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.