



Lanark County is seeking a high energy, dynamic, professional to fill the following temporary full-time opportunity for the period September 30th, 2019 to approximately February 7th, 2020 with a possibility of an extension, in our Social Services Department.

**TEMPORARY FULL-TIME
ONTARIO WORKS CASEWORKER
(POSTING #SS2019-021)**

MANDATE:

Reporting to the Ontario Works Supervisor, the successful incumbent will maintain a client caseload by conducting interviews, completing applications and determining eligibility for assistance. In addition, the incumbent will make client referrals to the appropriate community agencies and provide support to participants in determining and monitoring participation agreements.

QUALIFICATIONS:

Post-secondary diploma in social services or a related field, as well as 1 - 2 years related progressive experience. Preference will be given to applicants with working knowledge of the Ontario Works Act. Must possess valid Ontario driver's licence and have access to a vehicle. Travel may be required among sub-office locations. Excellent written and verbal communication skills are required. Basic computer skills using office software such as word processing, spreadsheet and database software. Ability to deal with clients in a crisis situation.

This position is evaluated at Level 8 (\$29.07 - \$34.70) per hour of the 35 hour 2019 OPSEU Salary Grid.

Lanark County employee slogan is "*Working Together to Achieve Greatness.*" If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number SS2019-021, no later than Friday, September 27th, 2019** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: ssjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "SS2019-021". (example: Jane/John Doe SS2019-021)

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.