

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

## Employment Caseworker, Ontario Works

- Permanent, full-time position

Reporting to the Ontario Works Manager, the Employment Caseworker requires excellent communication and problem solving skills to work with Ontario Works participants and local employment service providers. This position involves in depth employment counselling and assessment skills along with the ability to support at-risk participants; issuing ERE within the guidelines; identifying employment barriers and assisting participants to anticipate problems; developing and maintaining employment outcome plans; and maintaining contact with participants by monitoring outcomes. The anticipated outcome of this position is enhanced employment outcomes by increasing the number of participant's actively pursuing community and employment placement opportunities, basic education and training programs, job specific skills training and an increased number of participant's successfully gaining and retaining employment.

The successful candidate requires excellent time management, organizational and problem solving skills as well as supportive counselling skills. Monthly reporting of progress and statistics will be a requirement. In addition, the duties include the completion of participation agreements (Outcome Plans), advocating on behalf of participants, follow up and coaching of participants and reducing the number of incidents of non-compliance for participants. Proficiency in word processing and applicable computer software packages is a must.

The ideal candidate will possess a degree/diploma in Social Services or related discipline along with extensive knowledge of the Ontario Works Act, the Municipal Freedom of Information and Protection of Privacy Act, and also a working knowledge of the Ontario Disability Support Program. The work is subject to inflexible deadlines on a frequent basis. In return, we offer you a friendly, dynamic and supportive work environment in which to work and learn within.

A valid Class G driver's licence with a clean abstract and access to a personal vehicle is required. An acceptable driver's abstract must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)).

We invite you to submit a resume and cover letter by **4:30pm on Friday, February 9<sup>th</sup>, 2018** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
e-mail: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.ca)  
fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.