



**The Corporation of the County of Bruce  
Requires a  
Employment Services Program Assistant - Full Time - Walkerton ON**

"Bruce County, a welcoming, innovative, thriving community, committed to the well-being of current and future generations."

Join our team powered by innovation and shared values where explorers turn obstacles into opportunities and individual challenges into shared solutions. Come join us on roads less travelled and turn your journey into an adventure.

**Location**

Walkerton ON

**Salary**

\$62,881 - \$73,967 Per Year

\$34.55 - \$40.64 Per Hour

Based on a 35 hour work week

**Benefits**

- Competitive Extended Health & Dental Plan
- Paid vacation
- OMERS Pension
- Flexible Working Policies
- Employee Assistance Program, Discounts

**Health, Safety & Wellness**

- Health & Safety Program
- Workplace Mental Health Program
- Health & Wellness Committee Activities

**About the job**

Reporting to the Employment Services Supervisor, the Employment Services Program Assistant provides support for all staff within the Division, supports operations and delivery of the program, and provides general administrative support including internal and external stakeholders such as the service providers. The Program Assistant has in-depth knowledge and skills related to program legislation, accounts payable and receivable, budget and statistical analysis, administration, and community employment capacity building. The Program Assistant provides support on the various technological applications used by Employment Services.

**Qualifications:**

- Post-secondary Diploma or Degree in Business Administration or related financial field.
- Two years accounting experience
- Experience with the administration of case management systems
- Experience managing web applications
- Ability to comprehend and apply all related legislation and policy
- Excellent oral and written communication, analytical and problem-solving skills
- Proficient computer and database management skills
- Ability to prepare financial records, and create financial reports

- Excellent interpersonal, facilitation, engagement, and teamwork skills and experience working with diverse populations
- Ability to work within critical time frames, meet deadlines, prioritize and multi-task
- Ability to work flexible work hours which may include evenings
- Clean Vulnerable Sector Criminal Reference Check

Interested applicants should review the entire job posting at [www.brucecounty.on.ca](http://www.brucecounty.on.ca) , and then apply online, following the outlined process. **The application deadline is October 2<sup>nd</sup> at 11:59 pm.**

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

**The Corporation of the County of Bruce is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**

We thank all applicants in advance, but regret that only those selected for interviews will be contacted.