

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fulfill the following vacancy:

Ontario Works (OW) Caseworker

Temporary, Full-Time (approximately 10-month contract)

Hourly Rate: \$36.41- \$40.90

Reporting directly to the Ontario Works Supervisor, this position requires strong organizational skills in order to balance the variety of tasks that are included with being a caseworker. The main activities of this position are to include: the completion of initial application documentation, determining eligibility, supporting life stabilization activities, and ongoing case management.

Essential Duties:

- Providing initial eligibility screening and obtaining information regarding client circumstances;
- Completion of all necessary documents, determining eligibility, issuing decisions and assessing cases for ongoing eligibility;
- Engaging clients through coaching and motivational interviewing in the process of participation in a wide variety of activities to support stabilization and pre-employment,
- Completing Common Assessments and developing Action Plans with recipients, monitoring progress and ongoing eligibility;
- Completion of mandated tasks, such as the Eligibility Verification Process (EVP);
- Determine eligibility for and issuance of discretionary benefits;
- Documenting and communicating decisions in clear language; and
- Other duties as assigned.

Qualifications:

- A university degree or college diploma in Social Services or related discipline;
- Minimum of 6 months experience, preferably in a Social Services or municipal environment;
- Extensive knowledge of the Ontario Works Act;
- Working knowledge of the Ontario Disability Support Program Act and the Municipal Freedom of Information & Protection of Privacy Act;
- Demonstrated proficiency in Microsoft Office applications, including Word, Excel, Outlook and Teams;
- Excellent time-management, conflict management, communication and organizational skills;
- Ability to work collaboratively in a team environment and with community partners and agencies;
- Ability to work independently as required; and

- Knowledge and skills in using the Social Assistance Management System (SAMS) considered an asset.
- **A valid Class G driver's license with a clean abstract. An acceptable driver's abstract must be submitted with your application. Applications submitted without an acceptable driver's abstract will not be reviewed. We thank all applicants for their interest, however, only those selected for an interview will be notified.**

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

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

We invite you to submit a cover letter and résumé by 4:30 pm on **Wednesday, April 23, 2025, to:**

Human Resources
County of Northumberland
555 Courthouse Road

Cobourg, ON K9A 5J6

e-mail: hr@northumberland.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@northumberland.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.