

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 fill the following existing vacancy:

Children's Services Caseworker

Two (2) Temporary, Full-Time positions (Approximately 10-month contracts)
Hourly Rate: \$38.81 – \$43.60 (based on a 35-hour work week)

Reporting directly to the Early Years Manager, this position requires strong organizational skills 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 with all clients, ongoing case management and supporting childcare operators mainly in regard to fee subsidy.

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 in the process of participation in a wide variety of activities to support life stabilization and monitoring progress and general eligibility.
- Determine eligibility for and connect/refer clients to internal or community services.
- Participate and support Early Learning and Child Care initiatives that are operator and/or client centred. Includes professional development, community committee participation and Early Years community events.
- Documenting and communicating decisions in clear language.
- Support the implementation of the Canada-Wide Early Learning and Child Care Plan in Northumberland County.
- Other duties as assigned.

Qualifications

- A university degree or college diploma in Social Services/Early Childhood Education or related discipline;
- Minimum of 6 months experience, preferably in a Social Services or municipal environment.
- Extensive knowledge of the Child Care and Early Learning Act.
- Working knowledge of the Municipal Freedom of Information & Protection of Privacy Act.
- Demonstrated efficiency in Microsoft Office applications, including Word, Excel & Outlook.
- 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 Ontario Child Care Management System (OCCMS) considered an asset.

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.

How to Apply

When emailing your application, 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 driver's abstract and 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.

We invite you to submit a cover letter and résumé by **Wednesday, May 14, 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.