

INTERNAL EMPLOYMENT OPPORTUNITY

INTEGRATED SOCIAL SERVICES CASE MANAGER REGULAR, FULL-TIME POSITION

COMPETITION # ISS 18-13-I

Only applications from current KDSB employees will be considered for internal job postings.

DEPARTMENT:	Integrated Social Services
LOCATION:	Based in the Red Lake office
POSTING DATE:	June 29, 2018 12:00 pm
CLOSING DATE:	July 13, 2018 12:00 pm
AVAILABLE	As soon as possible
NORMAL HOURS OF WORK:	Monday to Friday - 08:00am to 04:30pm
SALARY:	As per CUPE Local 5911.01 Collective Agreement

RESPONSIBILITIES:

The role of the Integrated Social Services Case Manager is to provide coordinated access to all KDSB programs and determine the initial and on-going eligibility of applicants through integrated case management for the residents of the Kenora district.

QUALIFICATIONS:

1. Successful completion of a post-secondary education program in Social Services or similar along with three years' experience in Social Services and Case Management. Alternatively, a combination of education and/or experience is required.
2. Demonstrated excellence in customer service and sufficient communication and interpersonal skills to deal with individuals, co-workers, management, the public, employers, and other community agencies.
3. High level of ability to use computers and other information technology including specific case management software and administrative systems including databases, word processing, spreadsheets, data input, and retrieval.
4. Strong working knowledge of applicable legislation and acts that fall within the scope of the Integrated Social Services (ISS) department.
5. Demonstrated ability to assist in the development of program goals and targets and to achieve them.
6. The ability to speak French would be considered an asset.

The above is not comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

HOW TO APPLY:

Please submit your interest in this position by sending your cover letter and resume via e-mail, referencing the competition number in the subject line, to the:

Human Resources Department - hr@kdsb.on.ca