

# INTERNAL EMPLOYMENT OPPORTUNITY

## INTEGRATED SERVICES WORKER

### REGULAR, FULL-TIME POSITION

COMPETITION # ISS 18-14-I

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

<b>DEPARTMENT:</b>	Integrated Social Services
<b>LOCATION:</b>	Dryden Administration Office
<b>POSTING DATE:</b>	July 5, 2018 12:00 pm
<b>CLOSING DATE:</b>	July 12, 2018 12:00 pm
<b>AVAILABLE:</b>	To be determined
<b>NORMAL HOURS OF WORK:</b>	Monday to Friday - 08:00am to 04:30pm or in accordance with the Compressed Work Week schedule, as approved.
<b>SALARY:</b>	As per the Collective Agreement between CUPE Local 5911.01 and KDSB

#### RESPONSIBILITIES:

The role of the Integrated Services Worker is to collect and analyze information from clients and residents to make recommendations for the various programs administered by the KDSB and to provide support to tenants in receiving and managing work requests.

#### QUALIFICATIONS:

1. Successful completion of a post-secondary education program in Social Services or similar and two years' experience in Social Services. 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 clients, co-workers, management, and the public and the ability to handle applicant concerns in a tactful, sensitive manner.
3. Strong working knowledge of applicable legislation and acts that fall within the scope of the Integrated Social Services (ISS) department to evaluate applicants.

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:

Human Resources Department - [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)