



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.:	D2025-13	SALARY:	\$61,368.57 to \$73,426.27
POSITION:	Program Compliance Specialist	LOCATION:	North Bay, ON
DURATION:	Temporary Full-Time (Up to 12 months)		

Under the supervision of the Supervisor of Employment and Client Outcomes, the Program Compliance Specialist will assist the Ontario Works team to ensure program integrity and compliance. This position is required to provide assistance to clients to access available support income (primarily spousal support), evaluate case audits, investigate potential fraud, and complete quality assurance reviews in various areas of social assistance service delivery.

Qualifications:

- Two (2) year Post-Secondary Diploma in Social Sciences or a related field or acceptable combination of education and experience;
- Three (3) years previous experience in determining financial eligibility and thorough working knowledge of the Ontario Works Act, Regulations and Ministry Policies;
- Demonstrated negotiation and conflict resolution skills;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills with ability to recognize and diffuse difficult situations;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Demonstrated knowledge of Court proceedings and tribunal;
- Demonstrated respect of confidentiality.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Health, Dental Benefits
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Thursday, February 20th, 2025. Please follow this link <https://bit.ly/4hLerUx> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.