District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

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.: D2026-75
POSITION: Children's Services Representative-Bilingual
DURATION: Temporary Full-Time (up to 6 months)

SALARY: $59,190.93 to 70,743.56
LOCATION: North Bay, ON

Under the supervision of the Supervisor, Children's Services, the Children's Services Representative assesses ongoing childcare subsidy eligibility according to legislation, ministry guidelines, and DNSSAB policies. The role collaborates with service providers, community partners, and school boards, delivers client service, applies judgment and attention to detail, and uses technology effectively and efficiently.

Qualifications:

- Post-Secondary Diploma in Early Childhood Education;
- One-year previous experience in Early Years or Child Care environment;
- Well developed verbal and written communication skills; excellent customer service skills;
- Working knowledge of Child Care and Early Years Act, Canada-Wide Early Learning and Child Care System and local policies as well as applicable access and privacy legislation;
- Knowledge and experience working with community agencies;
- Knowledge of the Ontario Child Care Management System (OCCMS) and the fee subsidy system;
- Good organizational and time management skills to ensure quality outcomes for children and families across the district;
- Proficiency in desktop applications including working knowledge of Microsoft Office Suite applications;
- Fluently bilingual, in French and English, is required;
- Proven ability to manage conflict;
- Respect of confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Valid Ontario Driver's License and a vehicle available for use on the job.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Union Affiliation
- 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
- Business Casual Dress Code

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

This position is for an existing vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to 4:30pm, Friday, November 20, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. Applicants are encouraged to make their needs known to Human Resources in advance. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.