



Bulletin No. D2025-23
Internal

Position:	Case Manager
Hours of Work:	8:30am to 4:30pm
Location:	North Bay, ON
Duration:	Temporary Full-Time (up to 12 months)
Salary	\$61,368.57 to \$73,426.27

Duties:

Under the general supervision of the Supervisor of Employment and Client Outcomes, the case manager determines initial and on-going client eligibility according to Ontario Works Act & Regulations; develops, implements and monitors an employment case plan in conjunction with each participant; manages an assigned caseload of Ontario Works recipients.

Qualifications:

- Two (2) year post-secondary Diploma in Social Sciences, Human Services, Business Administration or related field or acceptable combination of education and experience;
- Over two (2) years previous experience in Ontario Works Income and Employment support is an asset;
- Experience working in a community setting or related field; providing financial planning, case management and employment supports ;
- Demonstrated working knowledge of community resources with the ability to effectively connect clients to supportive services;
- Good working knowledge of the Ontario Works Act & Regulations;
- Good verbal and written communication skills, motivational skills and conflict resolution skills; excellent customer service skills;
- Proficiency in the use of computers;
- General knowledge of the full range of programs delivered by DNSSAB including: Ontario Works, Child Care and Social Housing;
- Must possess valid Ontario Driver's License and have a vehicle available for use on the job;
- Respect confidentiality.

Applicants must submit a current resume with a cover letter to the Human Resources Department by **email** indicating how his/her 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 **by email** at jobs@dnssab.ca up to **12:00PM, Thursday, April 3rd, 2025.**

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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.