



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.: D2025-09 **SALARY:** \$57,466.92 to \$68,683.07
POSITION: Ontario Works Support Centre Attendant **LOCATION:** North Bay, ON
DURATION: Permanent Full-Time

Under the supervision of the Ontario Works Supervisor acts as a support to Ontario Works Case Managers, Ontario Works Transitional Support Case Managers and the Ontario Works System Navigator and Community Liaison to carry out specified administrative functions; delivers life stabilization workshops as required; assists clients with completing applications, forms and documentation to explore potential additional supports and financial resources; supports the Ontario Works Support Centre and acts as the host for various community partners visiting the Centre to provide supports, services and information sessions to Ontario Works Clients.

Qualifications:

- Completion of a two (2) year Post-Secondary Diploma in Human Services or an acceptable combination of education and experience.
- One (1) year experience working in a career supporting vulnerable populations.
- Applied knowledge of adult education theory, principles and practices.
- Ability to establish and maintain professional boundaries.
- Knowledge of current resources available for Ontario Works clients seeking life stabilization supports and services inclusive of employment.
- Demonstrated ability to work in a team environment.
- Demonstrated understanding of the principles and practice of confidentiality in a professional office environment.
- General knowledge of special needs/requirements of client populations accessing programs and services delivered by DNSSAB.
- Detail oriented with keen observation skills.
- High-level proficiency in desktop applications including Microsoft Office Suite.
- Ability to communicate effectively and tactfully both orally and in writing.
- A valid Ontario Driver's License and a vehicle available for use on the job.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- 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 **3:00PM, Wednesday, February 19th, 2025. Please follow this link <https://bit.ly/42NDP7q> 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.