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.: D2026-73
POSITION: Ontario Works Staff Trainer
DURATION: Permanent Full-Time
SALARY: $63,209.63 to $75,629.06
LOCATION: North Bay, ON

Under the general supervision of the Supervisor of Employment and Client Outcomes, assists the Ontario Works team to provide support, coaching, mentorship and training to all program areas within the Social Services department. Collaborate with staff to resolve issues arising from file audits, program reviews, process and service delivery change, internal reviews, SAMS issues including overpayment issues and regulatory or policy updates.

Qualifications:

- Post-secondary Diploma in Social Sciences, Human Services or related field or an acceptable combination of education and experience;
- Three (3) years' previous experience in Ontario Works service delivery;
- Excellent working knowledge of the Ontario Works Act & Regulations, Excellent working knowledge of SAMS;
- Demonstrated analytical skills and ability to develop sound recommendations;
- Demonstrated ability to facilitate decision-making groups and to develop and deliver training sessions;
- Demonstrated ability to work effectively with front line staff and management;
- Demonstrated ability to train front line staff and customize training around individual needs as all levels of learning effectively through multiple mediums;
- Excellent verbal and written communication skills;
- Proficiency in the use of Microsoft Office applications for report writing, data analysis, Microsoft programs and presentations;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Respect of confidentiality.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Union Affiliation
- 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.

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 13, 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.