

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

COMMUNITY SERVICES WORKER – HOUSING

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| JOB ID: C28-21 | LOCATION: Remote & 30 Centre Street, Orangeville |
| JOB TYPE: Permanent Full Time, Non-Union | DEADLINE TO APPLY: 4:30 p.m. on April 13, 2021 |

Reporting to the Program Manager of Housing, the Housing Community Services Worker will provide support and assistance to the public in accessing departmental programs and services.

What you'll do

- Support individual(s) efforts to access programs and services
- Explaining to individual(s) rights and responsibilities in accordance with Legislation, Regulations and Guidelines
- Enforcing eligibility requirements in accordance with Legislation, Regulations, Departmental and Provincial Guidelines
- Ensuring required documentation and information is appropriately noted
- Notifying individual(s) of intention to terminate, hold, reduce assistance/subsidy, etc., following established policies
- Respond to all individual(s) and/or public inquiries in a professional, facilitating and timely manner
- Maintaining working knowledge of all software applications required to carry out functions of job
- Perform other related duties as assigned

What you'll bring

- Graduation from a recognized university with 1-2 years of experience or a community college with 5 years of experience or an acceptable combination of education, skills and experience
- Assets for the position include previous experience using HIFIS and/or in Social Housing
- Excellent written and verbal communications skills with a demonstrated ability to deal professionally with clients and other social service agencies
- Proficient with Microsoft Office specifically Excel
- Basic accounting skills related to budget tracking
- Ability to respectfully interact and work with the vulnerable population
- Demonstrated ability to assess, analyze and resolve complex situations
- A clear criminal reference check including the vulnerable sector screening

What we can offer YOU!

- A competitive hourly salary ranging between \$38.18 – \$44.67
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- A supportive and collaborative work environment

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all.



All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

