

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:

**PROGRAM ASSISTANT – HOUSING**  
**(Full Time Contract Position – 7 months)**

<b>JOB ID:</b> C29-21	<b>LOCATION:</b> Remote & <a href="#">30 Centre Street., Orangeville</a>
<b>JOB TYPE:</b> Temporary Full Time (7 Months)	<b>DEADLINE TO APPLY:</b> April 13, 2021 at 4:30 p.m.

Reporting to the Housing Supervisor, the Program Assistant – Housing is responsible for completing complex and confidential administrative duties related to departmental operations. These duties will include investigation, assembling reports, collection of data for planning purposes.

### What you'll do

- Conduct screening applications for Community Service programs
- Prepare new files for applicants and withdraw existing files for clients re-applying for assistance
- Making appropriate referrals to help Individual(s) obtain available sources of income or other governmental services
- Refer clients to appropriate community agencies to assist with daily living and case plan activities as necessary
- Complete applications for all income support programs offered by the Department on an as needed basis
- Provide assistance with monthly, quarterly, annual and ad-hoc reporting
- Performs other duties as assigned

### What you'll bring

- A community College Diploma or equivalent in a Human Services field
- Minimum 2 years' experience in an administrative capacity preferably in a municipal government
- 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
- 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 \$28.91 – \$33.81
- 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](mailto:hr@dufferincounty.ca)

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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.

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