



Social Services Intake Clerk

Job Posting: 12-2019

Posted: March 7, 2019

<p>Duties</p>	<ul style="list-style-type: none"> • This position reports to the Supervisor of Ontario Works and performs intake, reception and related administrative functions within the Social Services Department, according to established procedures. • Performs department reception and switchboard functions. • Responds to initial in-person, electronic or telephone inquiries for social service programs and assistance. Provides verbal or written information as required. • Makes referrals to staff, other or community agencies/services departments as appropriate. • Conducts initial client intakes, and recommends program eligibility in accordance with established procedures and guidelines. • Performs data entry on automated systems including but not limited client data, financial information, departmental databases and statistics, and mailing lists. • Prepares or compiles reports or statistical information in accordance with established procedures. • Maintains financial and other program files in accordance with established procedures and record retention and disposal systems. • Processes incoming and outgoing mail. • Orders and maintains office inventory, arranges for servicing to equipment/machinery as required. • Assists in maintaining a safe work environment. • Performs other related duties as assigned.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Community College Diploma (1 year) in Office Administration or Social Services Work. • Minimum 3-6 months related professional experience. • Ability to operate standard and specialized software. • Knowledge of related provincial legislation, policies, and procedures including Ontario Works Act, Regulations, and Directives. • Must be able to meet screening requirements in accordance with Corporate and Ontario Works Act, Regulations, and Directives.
<p>Department/Division</p>	<p>Social Services/Ontario Works</p>
<p>Reporting to</p>	<p>Supervisor of Ontario Works</p>
<p>Annual Rate</p>	<p>\$53,397 - \$56,805</p>
<p>Closing Date/Time</p>	<p>Wednesday March 20, 2019 @ 4:30 pm</p>

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

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