



Manager of Ontario Works Full Time

Job Posting: 49-2019

Posted: June 7, 2019

Duties	<ul style="list-style-type: none"> • Reporting to the Director of Social Services, this position is responsible for providing leadership, direction and guidance to ensure effective delivery of Ontario Works Program(s) including Homelessness Prevention to the municipality in accordance with regulatory standards and represent the corporation when dealing with community partners and Ministry officials. When necessary represent, the Director in the area of Emergency Management. • Manage the day-to-day Ontario Works operations including entitlement decisions, compliance interpretation and reporting, budgets, purchasing, staff scheduling, training, performance management, payroll and H&S training. • Prepare, monitor and report on Ontario Works and other ancillary program budgets such as Homeless Prevention program and Addictions Services Initiative in accordance with regulatory requirements. • Create and/or complete reports to Council(s) and complete service plans and statistical reporting to Ministry of Community and Social Services and Ministry of Municipal Affairs and Housing to meet required deadlines. Conduct internal file audits to verify legislative compliance. • Liaise, coordinate and provide guidance to community partners and clients through meetings attendance and presentations to ensure seamless interface of program delivery. • Prepare, compile and monitor benefit tribunal submissions, internal and external audit file review requests. • Comply with all workplace Health and Safety Policies and Procedures including but not limited to: attend and participate in all H&S training and education activities; identify and report all H&S risks, accidents, incidents, injuries and damage and ensure all activities are carried out in a safe manner including the proper use of all assigned personal protective equipment. • Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • University Degree in Social Sciences, Business or equivalent education. • Minimum 5 years leadership experience in a similar role. • Proven leadership abilities demonstrating a capacity to supervise and support staff and manage services in a dynamic work environment. • Demonstrated success as a change agent which has included utilization of leadership and facilitation skills. • Computer literacy and technology proficiency in systems related to the programs is preferred. • Flexibility with a high level of initiative and self-direction. • Ability to manage multiple and competitive demands.

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.



Human Resources Department

City Hall, P.O. Box 818
Stratford, ON N5A 6W1

hr@stratford.ca

519-271-0250 x 274

TTY: 519-271-5241

www.stratfordcanada.ca

	<ul style="list-style-type: none">• Effective written and verbal communication skills.• Knowledge of the Ontario Works Act and Directives.• Experience in municipal sectors/with the Provincial government, including the Ministry of Community and Social Services and the Ministry of Municipal Affairs and Housing is an asset.
Department/Division	Social Services/Ontario Works
Reporting to	Director of Social Services
Closing Date/Time	Wednesday July 3, 2019 at 4:30pm

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.
- If **applying** by email, please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

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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