



Bulletin Number 2013-24

Position Number 2800-01:	Integrated Services Trainer
Hours of Work:	8:30 AM to 4:30 PM – Monday to Friday
Duration:	Permanent
Location:	North Bay
Rate of Pay:	\$48,998.97 to \$58,626.28 per Annum

Duties:

Assists the Integrated Services Team to provide support, coaching, mentorship and training to all program areas within the Integrated Services Department. Collaborates with staff to resolve issues arising from file audits, program reviews, process and service delivery change, internal reviews, SDMT issues including overpayment issues and regulatory or policy updates.

Qualifications

The following is a list of 12 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, Day Nursery Act & Regulation;
- Excellent working knowledge of SDMT and OCCMS;
- 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.
- Excellent verbal and written communication skills.
- Proficiency in the use of Microsoft Office applications for report writing, data analysis, Micro soft programs and presentations.
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job.
- Respect of confidentiality.

Applications:

Applications for the above position will be accepted by the undersigned up to 4:30 PM., Tuesday, October 29th, 2013.

Applicants must complete an "Application for Bulletined Position" form AND attach a current resume with a cover letter indicating how his or her qualifications meet the requirements specified in the bulletin. Should you choose to send your application via email, please use the "DNSSAB Human Resources" email address [DNSSAB Human Resources email address link](#)

Dated at North Bay this
18th day of October, 2013



Tara Kraemer
Human Resources Representative