



Employment Opportunity

ODSP Application Support Worker Full-Time

Anglican Social Services – Centre 454 provides a drop-in and counseling service to people in need including those who are homeless or at risk of homelessness. The **ODSP Application Support Worker** will report directly to the ODSP Program Coordinator and will perform their duties in accordance with the policies of Centre 454 and the Community Ministries of the Anglican Diocese of Ottawa. Funding for the program is to be reviewed in December 2014.

Position Summary

This position supports people experiencing serious mental health concerns, cognitive impairment, physical ailments and/or other serious barriers who require financial assistance and who seem to be eligible for ODSP. The worker will assist individuals navigate through the ODSP application process. This may include securing identifying documentation, arranging physician support and medical appointments and assessments, assisting with form completion, connecting to community resources and accompanying to related appointments, etc.

Responsibilities and Duties

- Develop a caseload of eligible applicants through outreach to drop-in centres and referrals from partner agencies as well as self referrals from non OW clients
- Work in partnership with legal clinics, medical professionals and other services as required and follow up with doctors to ensure documentation is completed and sent to DAU
- Liaise with OW staff to secure application forms and background/status, including applying for OW if applicant has no other income
- Assist individuals in identifying specific barriers to the ODSP application process
- Assist in the collection of identification, historical medical documents and financial documentation to support application
- Engage applicants and secure permission to work with them as well as other required releases for communication with OW/DAU/health professionals and other relevant community workers.
- Facilitate medical appointments and assessments and accompany applicants to appointments when required
- Review application forms to ensure they have been completed fully by all parties including self report and the medical report and submitted within the required time frame. Prepares additional documents to support applications when necessary.
- Monitor time lines for submitted packages and maintain contact with clients while waiting for a decision
- Discuss options with and assist clients with the appeal process if they are deemed ineligible
- Accompanying clients to ODSP for the first time to help them set up banking
- Participate in meetings with project evaluation and monitoring team.
- Maintain an up-to-date data collection system on caseload status

- Prepare regular status reports
- Be proficient in word processing, Access and Excel
- Participate in the development of the annual evaluation report
- Integration into Centre 454 team

Qualifications and Experience

- Degree in Social Work or a combination of education and employment in the social service sector. Additional training in non-violent crisis intervention would be an asset.
- Experience working in an outreach capacity
- Ability to make presentations to medical practitioners and other organizations would be considered an asset
- Two years in the social services field, with knowledge of financial assistance programs.
- Experience working with people with serious mental health concerns and/or other barriers to accessing services.
- Experience with navigating the ODSP application process would be an asset.
- Bilingualism would be considered an asset
- Must have daily access to a vehicle along with \$2,000,000 liability insurance to occasionally transport applicants. Mileage compensation provided.
- OCSWSSW eligibility is considered an asset

Salary and Benefits are in accordance with the policies of the Community Ministries of the Anglican Diocese of Ottawa.

Interested Individuals should send resumes by email by **noon, May 26th, 2014** to:

Manager
Anglican Social Services – Centre 454
Email: assc@ottawa.anglican.ca

Only those applicants called for an interview will be contacted directly. Thank you for your interest in employment with Centre 454.