



Employment Opportunity

ODSP Application Support Worker Full-Time until March 2018 (to be reviewed)

Anglican Social Services – Centre 454 provides 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 March 2018.

Position Summary

This position supports people experiencing functional impairments due to serious mental health concerns, cognitive impairment, physical ailments, issues with substance use, and also require financial assistance and seem to be eligible for ODSP. The worker will assist individuals to navigate through the ODSP application process. This may include securing identifying documentation, arranging physician support, 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 Community Health Centres, drop-in centres, emergency homeless shelters, and referrals from partner agencies as well as self-referring individuals
- Work in partnership with legal clinics, medical professionals, and social services organizations as required throughout the application process
- 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
- Review application forms to ensure they have been completed fully by all parties including the self-report, health status report, and activities of daily living before they are submitted the Disability Adjudication Unit
- Monitor time lines for submitted packages

- Discuss options with and assist clients with the appeal process if they are deemed ineligible
- Maintain an up-to-date data collection system on caseload status
- Prepare regular status reports
- Be proficient in MS Office
- Participate in the development of the annual evaluation report
- Must be able to work with time sensitive material
- 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
- Two years in the social services field, with knowledge of urban homelessness and other vulnerable populations living in poverty
- Experience working with people with serious mental health and/or substance use concerns or other barriers to accessing services.
- Experience with navigating the ODSP application process would be an asset.
- Ability to make presentations to medical practitioners and other organizations would be considered an asset
- Must have reliable access to a vehicle along with \$2,000,000 liability insurance to occasionally transport applicants. Mileage compensation provided.
- OCSWSSW eligibility is considered an asset
- Bilingualism would be considered an asset

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

Applicants who require accommodation for disabilities in order to participate in the recruitment should notify the Manager at the time of their submission.

Centre 454 is an Equal Opportunity Employer

Interested Individuals should send resumes by email by **noon on Wednesday, February 15** to:

Manager
 Anglican Social Services – Centre 454
 Email: centre454@ottawa.anglican.ca

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