

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Moneywise Caseworker	Competition #:	56/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time contract position
Salary Range:	\$16.95 – \$17.95	Date posted:	November 27, 2017
City:	Ottawa	Posting Expires:	December 10 , 2017
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org		Mail: Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
Attention: Employee Relations Department Please no phone calls.			
Position Description			
JOB PURPOSE			
To assist clients in their challenges with becoming financially self-sufficient and stable, by assisting them with budgeting, money management skills and securing permanent housing. The MoneyWise Caseworker will also assist in advocating for the client with creditors, and with regard to repayment of arrears and referrals to other social services available in the community.			
EXPECTATIONS & TASK LIST			
Client Services			
<ul style="list-style-type: none"> • accept referrals externally, internally and self-referred • assess client needs involving referral agents and other workers as appropriate • review client financial history and assess the need for the trusteeship service • develop individual service plans, with financial goals and timelines • provide ongoing budget coaching and support • advocate and negotiate with creditors and/or other community service providers • negotiate repayment plans with creditors • provide information about other services that might be useful, including pastoral care • ensure all bills and repayments are being processed • carry out ongoing review of each client’s financial status to determine financial independence • prepare and participate in client allowance distribution 			
Program Development and Review			
<ul style="list-style-type: none"> • assist with analyzing operational data to evaluate program effectiveness • when necessary participate in developing program revisions • network with community partners, including other Salvation Army units, who are referral agencies and/or sources of assistance for clients • develop and deliver presentations to inform community partners of details of the program • design and develop workshops for clients, focusing on financial literacy, community service integration and basic life skills 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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Administration

- work with accounting support staff to ensure accurate client trustee records
- maintains complete, accurate and up to date documentation in case files;
- obtain appropriate documentation and signed release forms as required under the Privacy Act legislations (latest revision)
- maintain accurate and up to date statistics;
- prepare operational reports as requested by management

QUALIFICATIONS

- knowledgeable about various social income and benefit providers such as OW, ODSP, OTB, GST, CPP, OAS, CCTB and work related salary
- relevant community college/university education in social services, financial/accounting services or related disciplines
- minimum two years' experience working with a similar disadvantaged clientele
- experience with identifying and assessing needs and developing service plans
- effective experience in setting up and administering trusteeships, including budget preparation, negotiation, and monitoring
- effective budget coaching skills
- effective experience in communicating and working cooperatively with community resource agencies
- effective communication skills, particularly in negotiating and advocating for clients' needs
- good writing skills for documentation and correspondence
- experience in developing workshop presentations
- effective experience in community outreach for presentations and work shops
- strong computer skills including a working knowledge of Microsoft Office, specifically Word, Excel and PowerPoint
- valid "G" driver's license and clean abstract (is an asset)
- bilingualism (English and French) is an asset
- clear Police Reference Check for Vulnerable Sector Screening is required

Hours: Monday to Friday 8:00am – 4:30pm

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.