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| Job Title: | Moneywise Caseworker | Competition #: | 04/23 |
| Department: | Finance | Status/Position Type:  | 1 Full time contract position ending March 31, 2024. |
| Compensation: | $ 21.40 | Unionized: | No |
| Ministry Unit: | Ottawa Booth Centre | Date posted: | January 18, 2023 |
| Address: | 171 George St. | Posting Expires: | January 31, 2023 |
| APPLICATIONS ACCEPTED BY: |
| Email at: jobs@saobc.orgFax at 613 241-2818 **Attention:** Human Relations Department**Please no phone calls.** |
| Mission, VISION and Values:  |
| The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.**Mission Statement**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. **Vision Statement**We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.**Core Values:****Hope:** We give hope through the power of the gospel of Jesus Christ.**Service:** We reach out to support others without discrimination.**Dignity:** We respect and value each other, recognizing everyone’s worth.**Stewardship:** We responsibly manage the resources entrusted to us. |
| **TERMS AND CONDITIONS:** |
| **Position Purpose summary:** To assist singles and families with history of chronic homelessness due to poor money management knowledge and skills. Moneywise Caseworkers will provide support in acquiring money management skills through financial literacy, budget coaching and establishing an individualized service financial plan while providing advocacy and referrals to appropriate social services available in the community.**Accountabilities:** **Client Services*** Accept external, internal and self-referrals for those who require money management supportand complete an intake process to determine if Moneywise trusteeship fits client’s service needs
* Complete an individual goal setting meeting with each client and develop a customized service plan focusing on financial goals, teaching financial literacy and graduation
* Support the client in attaining financial independence through ongoing budget coaching
* Educate clients, based on their needs, of appropriate services available to them in the community as well as at Ottawa Booth Centre
* Advocate and negotiate with creditors and/or other community service providers for repayment plans or program support as required for each client
* Ensure all bills and repayments are processed according to monthly budget plan
* Complete ongoing review of each client’s financial status to determine financial independence
* Prepare and participate in weekly client allowance distribution

**Program Development and Review** * Assists with analyzing operational data to evaluate program effectiveness
* When necessary, participate in developing program revisions
* Networks with community partners, including other Salvation Army units, who are referral agencies and/or sources of assistance for clients
* Develop and present presentations to inform community partners of details of the program
* Develop workshops design for clients focusing on financial literacy, community service integration and basic life skills
* participate in committees and outreach opportunities focused on financial literacy and services

**Administration*** Works with accounting support staff to ensure accurate client trustee records
* Maintains complete, accurate and up to date documentation in case files, including all case notes, documentations and correspondences
* Obtains appropriate documentation and signed release forms as required under the Privacy Act legislations (latest revision)
* Maintains accurate and up to date statistics;
* Prepares operational reports as requested by management

**FINANCIAL AND MATERIALS MANAGEMENT:** * Disbursement of clients weekly, biweekly or monthly cash allowance
* Responsible for ensuring clients outstanding and ongoing bill payments are made according to their individual budget service plan

**WORKING CONDITIONS:** * May deal with angry and abusive clients
* May encounter verbal abuse

**education and experience Qualifications:** **Education, Qualifications and Certifications:** * Completed relevant community college/university education in social services, financial/accounting services or related disciplines

 **Experience and Skilled Knowledge Requirements** * Knowledge about various social income and benefit providers such as OW, ODSP, OTB, GST, CPP, OAS, CCTB and work related salary
* Minimum two years’ experience working with basic financial, money handling, and/or reconciliation of money transactions
* Minimum two years’ experience working with a disadvantaged clientele
* Experience with identifying and assessing needs and developing service plans
* Experience in setting up and administering trusteeships, including budget preparation, budget coaching, negotiation, and monitoring

**Skills and Capabilities (examples provided below):** * Strong negotiating and advocating skill
* Strong writing skills for documentation and correspondence
* Strong computer skills including a working knowledge of Microsoft Office, specifically Word, Excel and PowerPoint
* Bilingualism (English and French) is an asset

**Additional requirements:*** Valid “G” driver’s license and clean abstract
* A current clear police background check for the vulnerable sector

**Hours**: Monday to Friday 8:00am – 4:30pm*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for* ***all new employees within the Province of Ontario, Social Services sector****.  The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.***The Salvation Army offers accommodation for applicants with disabilities in its recruitment process.  If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**We thank all applicants, however, only those candidates to be interviewed will be contacted.*You must advise your managing supervisor of your intentions prior to submitting your application.*Imagine Canada Logo |