



*Lanark County is seeking a high energy, dynamic, professional to fill the following regular full-time opportunity in our Social Service Department as soon as possible.*

**REGULAR FULL-TIME  
CHILDREN'S SERVICES CASEWORKER  
(POSTING #SS2019-016)**

**MANDATE:**

The Children's Services Caseworker will work independently to manage a caseload of subsidized child care cases. Determine eligibility for financial assistance under the Child Care and Early Years Act for subsidized child care spaces.

**QUALIFICATIONS:**

- Post-secondary diploma in social services or a related field, as well as 1 - 2 years related progressive experience.
- Preference given to applicants with understanding of the Child Care and Early Years Act and knowledge of the Ontario Child Care Management System (OCCMS).
- Must possess valid Ontario driver's licence and have access to a vehicle.
- Computer proficiency in MS Office suite of applications and quick adaptation to new databases.
- Strong written and verbal skills are critical to working within a team environment and the public.
- Ability to deal with clients in crisis situation and work in a confidential environment.

This position is evaluated Level 5 (\$24.08 - \$27.67) per hour of the 35 hour 2019 OPSEU Salary Grid. Hours of work are 35 hours per week. Travel may be required among sub-office locations and occasionally other approved public or community sites.

Lanark County employee slogan is "*Working Together to Achieve Greatness.*" If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number SS2019-016, no later than Thursday, May 23<sup>rd</sup>, 2019** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: [ssjobs@lanarkcounty.ca](mailto:ssjobs@lanarkcounty.ca)

**When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "SS2019-016". (example: Jane/John Doe SS2019-016)**

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

*Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.*