

Subsidy Support Worker

1-year temporary contract 1.0 FTE

The Agency

We are a Child Welfare and Children & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in a prime recreational area just north of Toronto we provide the opportunity to combine a career with a lifestyle of your choice.

SMFC is committed to diversity within its community and especially welcomes applications from racialized persons, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. In accordance with the AODA Act, accommodation will be provided throughout the recruitment process to applicants with disabilities.

The Job

The incumbent will report to the Service Manager in the Adoption/Kinship unit. Work location is negotiable within our existing branch offices based on space availability. This position will be responsible for working with families and acting as a resource to staff regarding publicly funded support services and funding to meet the required needs of children/youth including:

- researching and recommending available support and financial services to families and the organization
- identifying gaps in services and funding and making recommendations to the organization to close gaps
- assisting families to access and coordinate publicly available services and sources of revenue
- assisting in or completing application processes when required
- monitoring, tracking and ensuring the completion of organizational applications for revenue for children and youth in the care of the Society

The position will also support adoption disclosure functions and other related support & co-ordination activities in addition to other duties as assigned by the Service Manager. This is a Bargaining Unit position with CUPE Local 5319.

Qualifications

- A post-secondary diploma within the humanities and/or a Bachelor of Social Work degree is preferred, in combination with several years' experience in Child Welfare/Children's Mental Health will also be considered.
- Strong knowledge of the localized services/supports available for children & youth.
- Broad knowledge of the Child Welfare/Children's Mental Health system.
- Demonstrated experience working with and or demonstrated knowledge of community/government services and resources.
- Good understanding of English grammar and the ability to edit written material for grammatical and spelling errors and summarize file information.
- Excellent communication skills and ability to relate effectively.

- Strong time management skills and ability to work effectively under pressure.
- Strong computer skills in software applications: Microsoft Office, Outlook, Word & Excel
- A thorough understanding of anti-oppression values and principles is important.
- An appreciation of and ability to work with a diverse community.
- Valid driver's licence and access to a vehicle is required.
- Bilingualism (English/French) is a highly desired asset.

Compensation The salary range is \$56,999 to \$72,747 commensurate with experience

Applications by: **October 3, 2020**

Internal Candidates: [Login WFN>Myself>Talent>Career Center>Subsidy Support \(0920-1540\)](#)

External Candidates: [Subsidy Support Worker 1 yr contract \(0920-1540\)](#)

We thank all applicants, however only those under consideration will be contacted.

Accommodations at Simcoe Muskoka Family Connexions

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.