

JOB DESCRIPTION

POSITION:	RETROACTIVE BUDGET CLERK		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543220
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to Supervisor, this position calculates retroactive arrears or overpayments on file to ensure proper amount of assistance has been issued to all recipients. Reviews client information on file and in SDMT/CWT/CIMS/SAMS reports, i.e. earnings, utilities, shelter, FRO (Family Responsibility Office), government income etc, and recalculates benefit entitlement. Completes adjustments for arrears, overpayment calculation and budget sheets for period of review. Prepares letters to recipients regarding overpayments/arrears if a computer generated letter is not appropriate. Reviews FRO Case Management System (FCMS) records and completes Statement of Arrears for the Family Responsibility Office (FRO) based on assistance given to clients versus support orders. Reviews assignments including those for Support, Sponsorship obligations, OSAP, EI, CPP, insurance benefits, employment related income, lawsuits, etc. and calculates debt owed to Ontario Works as a result of pending/retroactive payments to clients. Reviews notice of bankruptcy requests directed to Department on current/past O.W. cases consolidating all aspects of bankruptcy and relevance to O.W. work with Federal counterparts (CIC) in processing all documents related to sponsorship debts to O.W. including calculation of the actual debt amount. Reviews overpayments and arrears for accuracy at the request of staff and recipients and assists other staff member in completing calculations or arrears/overpayments. Attends court as needed regarding the calculation of overpayments due to fraud. Communicates with the public and fellow staff members in a tactful and courteous manner. Telephone contact with FRO, Law Offices, Bankruptcy Trustees, government agencies, etc., to verify or obtain information as well as with clients to discuss disputed overpayments, to make arrangements to repay overpayments and sponsorship debts, explain assigned income, etc. Responds to inquiries from LAW regarding forms with respect to Notice of Bankruptcy filings and lawsuit settlements. Acts as a resource for archived information for the Department. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a Social Services environment utilizing the Microsoft Suite of Products (such as Excel, Word, Outlook);
- Must be proficient and accurate with a typing speed of 40 wpm;
- Must have Knowledge of O.W. and ODSP legislation and be able to utilize Provincial Assistance computer systems: FCMS, SDMT, CWT, etc.;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.