

JOB DESCRIPTION

POSITION:	ELIGIBILITY REVIEW OFFICER		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543240
HOURS OF WORK:	33.75	GRADE/CLASS:	0.17
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to a Supervisor, this position will conduct confidential investigations into allegations of fraud or other situations where eligibility of Ontario Works recipients are questioned; Acts on behalf of the Minister as a witness in the courts; Compiles complete reports re: fraud cases, assists police on any subsequent charge. Will maintain a current file subsequent to the police accepting the case and commencing their own investigation in court proceedings; Will assist the police in witness statements where necessary; May lay charges and swear information to a J.P. re: fraud cases; Will ensure that corporate evidence is obtained for court proceedings; Will act as an agent for the Corporation whether before the Social Assistance Review Board or in any other proceedings as deemed appropriate by the Service Area; Authorizes issuance of assistance under relevant social assistance legislation; Review eligibility of recipients for Ontario Works; Will make recommendations to a supervisor as to ongoing eligibility which remains consistent with Ontario Works policy/procedural guidelines in the Service Area; Will ensure that restitution payments are sent to the Corporation as ordered by the courts; Will determine periods of eligibility or ineligibility by budget review process; Will provide practical counselling and direction to recipients as a result of eligibility review and related matters to Minister and Municipal staff; Provide statistical and other information regarding eligibility review caseload in accordance with reporting requirements; Will be responsible for all stolen cashed cheques; May be requested to train and advise income support workers on document changes and how the documents should be completed for court purposes; Will provide counselling re: eligibility; Will complete precise calculations on any investigation involving client overpayments; Acts as the Service Area resource person re: fraud; maintains audit and FIPPA responsibility. 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 a three (3) year University Degree in Social Sciences or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in the Social Services field as a Caseworker;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have proven written and verbal communication skills as well as excellent analytical skills;
- Must be computer literate and well versed in the Microsoft Suite of Products, such as Outlook, Word and Excel;
- Must be bondable;
- The physical demands analysis associated with this job indicates a sedentary to light 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.