

Job Posting #:

Job Title: POLICY & PROCEDURE COORDINATOR - 543430

Department: Employment & Social Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

#### DUTIES AND RESPONSIBILITIES:

Reporting to the Policy & Staff Development Manager, this position will be responsible for the coordination, development and implementation of all internal policies and procedures for the Social Services Department. Will review, monitor and evaluate departmental policies on an ongoing and rotational basis; work with the department in the areas of research of best practices, Ministry directives and guidelines; develops and maintains a Policy and Procedure Manual; assists in the training and implementation of new policies and procedures and will prepare conclusive/informative reports; Must maintain amiable relations with co-workers and customers. 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 plus two (2) years of post-secondary school education from a Community College or University in Business or Social Sciences or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in the delivery of Social Services programs and policy development;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have experience in an office setting and training in the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook;
- Must have exceptional interpersonal, communication and organizational skills;
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#### WORKING CONDITIONS:

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#### PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a sedentary level of work.

#### POSTING SPECIFICS:

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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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.