



**Temporary Full Time Ontario Works Supervisor
(11 month contract)
Posting # SS2024-020
\$68,468 - \$88,325 annually (2024 rates)**

MANDATE:

Reporting to the Ontario Works Manager, the incumbent will provide leadership, direction, planning, coordination and customer service for the Ontario Works program and Ontario Works staff. Assist with the development and implementation of program goals, objectives, policies and procedures and ministry and municipal budgets. Provide support to the Ontario Works Manager, assisting as needed with tasks and projects. Ensure staff are provided with and use the appropriate training and/or procedures, equipment and material to perform assigned duties. Ensure that all employees perform work in accordance with relevant Health and Safety Legislation.

QUALIFICATIONS:

- Minimum 3-year Diploma in a related field.
- Minimum 5 years of related progressive experience, including supervisory ideally in Ontario Works, ODSP, or related social service agency.
- Requires excellent presentation, oral and written communication skills.
- Must possess the ability to negotiate, problem solve and prioritize.
- Requires a high level of computer proficiency in current and program related technologies.
- Demonstrated supervisory, leadership and financial budgeting skills.
- Sound working knowledge of Ontario Works legislation and the Ontario Disability Support Program is an asset.
- Experience supervising in a unionized environment is an asset.
- Must possess a valid Ontario driver's license and have access to a vehicle in order to attend off site meetings on a weekly basis.

This position is evaluated at Level 7 (\$37.62 - \$48.23) per hour of the 2024 NUG Salary Grid. Date of opening: **January 6, 2025 until approximately November 28, 2025.**

Lanark County Offers:

- **Competitive salary package.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Flexible working arrangements**
- **Employee Assistance Plan (EAP).**
- **Training and development opportunities.**

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 SS2024-020, no later than Sunday, December 8th, 2024** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: 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 "SS2024-020" (example: Jane/John Doe SS2024-020).

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.