



Job Posting

ADM04-22 Children's Services Financial Assessment Worker **6 Month Contract (June – November)** **\$28.05 - \$32.68/hr** **35 hours/Week** **Social Services**

The County of Grey is currently recruiting for a temporary contract role of Financial Assessment Worker within our Children's Services Division.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live.

Position Overview

As a member of the Children's Services division, the Financial Assessment Worker will Determine child care fee subsidy eligibility according to Ministry of Education and Grey County Children's Services policies and procedures.

- Determines eligibility, submits the file with recommendation to the Manager for authorization
- Enters information into computer programs and review entitlement
- Responsible for file maintenance and documentation for applicants and agencies
- Receive telephone inquiries for Child Care Subsidy by direct inquiry and referral from other agencies
- Ensures compliance regarding ongoing eligibility i.e. employment and/or job search outcomes

Required Knowledge, Skills and Experience

- Graduate of a 2 year Diploma/Degree in Early Childhood Education, Social Work or Human Services from a recognized college or university
- Knowledge of the Child Care and Early Years Act, 2014 is an asset
- Excellent communication, organizational and time-management skills are required

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Wednesday, May 25, 2022 at 4:30 pm** to Amanda.healy@grey.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

This is an internal/external posting. As per Article 10.04, first consideration will be given to bargaining members of OPSEU Local 266 (Social Services).

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.