Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Case Presenting Officer

• full-time, one-year contract

In this existing position, you will ensure compliance with social assistance and housing legislation and requirements of tribunals, complete Internal Reviews for the Ontario Works Program, act as a liaison with the Community Legal Clinic to negotiate settlements with clients and their representatives where appropriate, and compile evidence and documentation to support the Department’s position. Additionally, you will prepare and file written submissions to tribunals within the prescribed time frames and review and assess the appellant’s submissions to tribunals to assist in preparing cases, attend hearings of the Social Benefits Tribunal and Landlord and Tenant Board, and provide backup duties for the Family Support Worker and Eligibility Review Officer.

Your post-secondary degree or diploma is, preferably, complemented by court system/legal administration experience and sound knowledge of relevant legislation such as the Ontario Works Act, Regulations and Directives, the Ontario Disability Support Program Act, the Criminal Code of Canada, the Canada Evidence Act, Statutory Powers Procedures Act, and the Freedom of Information and Protection of Privacy Act. Additionally, you have outstanding presentation, interpersonal, and verbal and written communication skills coupled with the proven ability to make decisions using sound judgment. A valid driver’s licence and access to a vehicle is required. In order to be considered for this position, an acceptable driver’s abstract must be submitted with your resume.

The work is subject to inflexible deadlines on a frequent basis. In return, the County of Northumberland offers a friendly, dynamic, and supportive work environment.

Please submit a resume and cover letter, by 4:30 p.m. on Friday, May 15, 2015, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
e-mail: hr@northumberlandcounty.ca
fax: 905-372-3046

The successful candidate will be required to submit a satisfactory Criminal Reference Check or Vulnerable Sector Search prior to the commencement of employment. We thank all applicants for their interest; however, only those selected for an interview will be notified.

Please note that accommodations are available, upon request, to support potential applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327.

Alternative formats of this job posting are available upon request.