

The District Municipality of Muskoka is currently recruiting for a Case Aide



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

As the Case Aide, you will be responsible for case specific aspects of the programs within Muskoka Community Services. In consultation with case manager, the case aide performs the duties associated with the provision of service according to the Acts, Regulations, Muskoka Community Services and District Municipality of Muskoka policies.

What you will do:

- Screen applicants for departmental programs and conduct a basic assessment of eligibility in accordance with policy which may include recommendations to managers.
- Initiate outreach to clients and provide crisis intervention specific to the immediate needs of clients by interviewing, which requires an in-depth knowledge of the individual, external resources, program components, and the ability to offer appropriate options. May issue emergency assistance as per legislation, referring unusual cases to Manager
- Develop and maintain departmental record databases using current technology.
- Responsible for validation and interpretation of data in accordance with audit requirements.

What you will need:

- Graduation from a two-year community college program with specialization in social sciences or related field, or equivalent with one to two years of directly related experience.
- Ability to work in a team-based setting and provide high-level case support.
- Excellent communication, interpersonal, organizational and analytical skills required; and a proven ability to relate effectively with clientele.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This posting is for **all statuses** at the District. The hourly compensation range for this role is **\$25.93 - \$28.41**.

The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday June 15, 2022 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.