

# **Integrated System Navigator**

## **Income Support and Stability**

Location: Parry Sound

Full-time Contract, 35 hours per week, Monday to Friday, ending February 27, 2026

Rate of Pay: **\$27.39/hour** (as per Collective Agreement), plus 4% vacation pay

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking an **Integrated System Navigator** to provide a holistic approach to integrated human services in the Income Support and Stability department. Reporting to the Supervisor of Income Support and Stability, the Integrated System Navigator supports individuals and families by creating a client-led service plan including the identification of specific service goals to improve life stability and enhance well-being.

### **Qualifications (partial list)**

- Two-year College Diploma in a field related to Human Services.
- Membership with the Ontario College of Social Workers and Social Service Workers is an asset.
- Minimum two years of experience in a social service environment.
- Experience in case management, trauma-informed care, and working with those with complex needs such as homelessness or mental health and addictions as an asset.
- Knowledge of computer-managed documentation and related input and output documents. A working knowledge of SAMS is preferred.
- Strong understanding of cultural safety and cultural competency for Indigenous/racialized populations.
- Knowledge of the code of ethics of human services, with experience in conducting interviews, and assisting individuals and families in finding and using community resources.
- Must have a valid class G driver's license, access to a reliable vehicle, and ability to travel throughout the district as required.

### **Essential Duties**

- Initial and ongoing determination of eligibility, employability, housing needs, and required stability supports of participants.
- Provide assertive case management and coordination along with Community Service Providers of participants as per directives, Board Policies, and legislation.
- Initiate and assist the participant/family in completing applications, forms, and documentation to explore and obtain additional stability support and financial resources.

**We are proud to offer the following to our contract employees:**

OMERS Pension Plan, Paid time off, Employee Assistance Program, and Professional Development

**Please submit a cover letter & resume referencing job ID 24U-45 by August 26, 2024**

**Attn: Danielle Villeneuve, CHRP - Director of Human Resources**

1 Beechwood Drive, Parry Sound, ON P2A 1J2, Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)

(A full copy of the job description, including qualifications and responsibilities, is available upon request from: [jobs@psdssab.org](mailto:jobs@psdssab.org))

We thank all applicants for their interest in this position, however, only those receiving an interview will be contacted. The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.