

Manitoba Government Job Opportunities

Financial Worker

SP1 Social Services Worker 1

Regular/full-time

Department of Families
Regional Services, Community Service Delivery

Dauphin MB

Advertisement Number: 39677

Salary(s): SP1 \$44,276.00 - \$51,671.00 per year

Closing Date: September 19, 2022

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

This competition will be used to establish an eligibility list to fill current and future regular, term, part-time and/or full-time positions within the Dauphin, Swan River, and Brandon office locations, subject to staffing approval. The eligibility list will remain in effect for 12 months.

A detailed position description is available upon request.

We ask all who apply to state in their cover letter or resume the location(s) they want to be considered for.

Introduction

The Financial Worker functions as a member of a case management team responsible for providing Employment and Income Assistance program services. The Employment and Income Assistance program is a last resort program intended to meet the basic needs of eligible participants, encouraging access and participation in the workforce for employable participants. The program also meets the special needs of the disabled ensuring their inclusion in the community while respecting their independence.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide a satisfactory Criminal Record Check (including Vulnerable Sector Search)
- Must provide a satisfactory Child Abuse Registry Check
- Must provide a satisfactory Adult Abuse Registry Check

Qualifications:

Essential:

- Clerical/office experience dealing with financial matters.
- Experience interviewing people for the purpose of gathering and verifying information and identifying needs.
- Excellent interpersonal skills to deal with a diverse range of individuals and service providers.
- Effective verbal communication skills.
- Effective written communication skills.
- Ability to make sound judgment in disbursing public funds.
- Ability to handle a large volume of work and adhere to strict deadlines.
- Experience working with individuals from diverse socio-economic backgrounds.
- Experience with Microsoft Office (Word, Excel and Outlook).
- Experience interpreting and applying legislative acts and regulations and/or policies and procedures.

Desired:

- Knowledge of the Employment and Income Assistance Program.

Duties:

Major activities include: calculates financial need and issues benefits in accordance with the Employment and Income Assistance Act, regulations and policies. There is written and verbal communication with program participants and others in the public and private sectors.

Apply Now:

Advertisement # 39677
Service Centre 4
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: govjobs@gov.mb.ca

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

Candidates are required to submit a resume and a cover letter.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.

-

People. Purpose. Progress.

manitoba.ca/govjobs

