



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of the Attorney General
Division: Office of the Public Guardian and Trustee
Position Title: TRAINING AND CASE MANAGEMENT OFFICER
Duration: 2 Permanent, 5 Temporary (Up to 15 Months)
Location: Toronto, London, Hamilton, Sudbury, Thunder Bay, Ottawa
Compensation Group: AMAPCEO
Salary: \$59,253.00 - \$72,135.00 per annum
Position Status: Restricted
Job Code: 17ASL - Social Prog Adm(Ama Unit)ASL17
Schedule: 6
Category: Education and Training
Job ID: 14592

The Office of the Public Guardian and Trustee (OPGT) delivers a unique and diverse range of services that safeguard the legal, personal and financial interests of private individuals and estates. Operating within the Family Justice Services Division of the Ministry of the Attorney General, the OPGT is staffed by a variety of professionals from accountants and financial planners to lawyers to individuals with experience in investigations, health care and social work. The Office of the Public Guardian and Trustee has seven (7) Training and Case Management Officer opportunities for individuals with superior analytical, interpersonal and communication skills to deal with the personal finances of vulnerable adults.

In this position you will: plan, co-ordinate and provide leadership in managing program issues and provide specialized case management, training and related operational support for OPGT client services management and staff in an assigned portfolio. Portfolios will be comprised of a number of related subject matters pertaining to property guardianship and the administration of estates. One position will have a portfolio that focuses primarily on the area of investigations and related issues. These positions are located in either :

Toronto (595 Bay Street);
 Hamilton (119 King Street West);
 London (199 Dundas Street);
 Ottawa (351 Preston Street);
 Sudbury (199 Larch Street); or
 Thunder Bay (189 Red River Road)

Please indicate preferred location(s) when applying.

Qualifications: demonstrated knowledge of common sociological issues (eg: vulnerable adults living independently), the legal system, court procedure, real estate and trust management, community based health and social services agencies; proven research, analysis, evaluation and problem-solving skills; proven project management and co-ordinating skills, to plan, prioritize, balance and control diverse concurrent activities, incorporate changes and ensure timely results; proven oral and written communication skills as well as consultation, interpersonal and client service skills; demonstrated knowledge of Microsoft Office software to research, analyze, develop materials, reports and recommendations, briefings and associated materials as well as design and deliver training; may require overnight travel.

Posting Date: Monday, March 16, 2009

Closing Date: Monday, March 30, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
416-327-8960, Ontario, CANADA
Fax: Faxes are not being accepted at this time.

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**