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Job Ad

Ministry: Ministry of Community and Social Services
Division: Municipal Support Unit
Position Title: PROGRAM REVIEW OFFICER
Duration: 1 Permanent
Location: Kenora, Sault Ste Marie, Sudbury, Thunder Bay
Compensation Group: OPSEU
Salary: \$1,051.97 - \$1,290.76 per week*
Position Status: Open
Job Code: 5512 - Community Development Officer 2
Schedule: 6
Category: Administrative and Support Services
Job ID: 19698

The Ministry of Community and Social Services, Ministry of Children and Youth Services, Northern Region is seeking a dedicated individual to conduct compliance audits and operational reviews of social assistance and related programs to ensure that they are delivered in compliance with legislation, policies and guidelines.

As a Program Review Officer, you will visit agencies and local offices to conduct analytical reviews of subsidy claims and prepare detailed reports of findings and recommendations. You will also monitor expenditure patterns and prepare financial reports, review budget submissions, and compile statistical information to identify discrepancies and recommend solutions. Additionally, you will provide ongoing consultation, support, advice and training to municipalities, district service boards, community agencies and First Nations to support the administration of social assistance programs.

The Ministry may give consideration for the successful candidate to work from any of the following Ministry office locations:

808 Robertson Street, Kenora
 70 Foster Drive, Sault Ste. Marie
 199 Larch Street, Sudbury
 435 James Street South, Thunder Bay

Qualifications: demonstrated knowledge and experience in operational audit techniques; demonstrated interpersonal and communication skills (oral and written), ability to write concise and accurate reports and work effectively with senior officials at various levels and train and advise others; knowledge of administrative and accounting processes and techniques and experience with manual and automated accounting systems; well developed analytical skills and ability to exercise good judgment in making recommendations for corrective action; strong organizational skills and ability to work independently and as a team member; ability to understand and interpret acts, policies and guidelines of income support and employment assistance programs such as Ontario Disability Support Program, Ontario Works and other related Ministry programs; computer proficiency with knowledge of word-processing, spreadsheet, database and presentation software and email and internet applications; ability to travel within the area of services.

Posting Date: Wednesday, August 19, 2009

Closing Date: Wednesday, September 02, 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
 1-866-333-8491, 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.**

*Indicates the salary listed as per the OPSEU Collective Agreement.