



## Job Ad

<b>Organization:</b>	Ministry of the Attorney General
<b>Division:</b>	Office of the Public Guardian and Trustee
<b>Position Title:</b>	TRAINING AND CASE MANAGEMENT OFFICER
<b>Job Term:</b>	5 Temporary (up to 18 months)
<b>Location:</b>	Toronto, London, Hamilton, Sudbury, Thunder Bay, Ottawa
<b>Compensation Group:</b>	Association of Management, Administrative and Professional Crown Employees of Ontario
<b>Salary:</b>	\$61,496.00 - \$74,865.00 per annum
<b>Posting Status:</b>	Open Targeted
<b>Job Code:</b>	17ASL - Social Prog AdmAma UnitASL17
<b>Schedule:</b>	6
<b>Category:</b>	Education and Training
<b>Job ID:</b>	34020

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 five (5) Training and Case Management Officer opportunities for individuals with superior analytical, interpersonal and communication skills to deal with the personal finances of vulnerable adults.

Portfolios will be comprised of a number of related subject matters pertaining to property guardianship and the administration of estates.

In this position you will:

- plan, co-ordinate and provide leadership in managing program issues
- provide specialized case management, training and related operational support for OPGT client services management and staff in an assigned portfolio
- participate in and provide training needs assessment, specialised training content development and assessment/feedback tools for the assigned portfolio
- coordinate and oversee training arrangements and conduct training
- manage assigned trust files and ensure compliance with all applicable laws and orders and make high level decisions and reporting as required
- monitor legislative, policy and operational changes related to external programs and services to assess impact of changes, emerging issues and trends that affect the OPGT
- ensure the provision of current information by updating the policy and procedure manuals and provide training and support in applying new policies and procedures

The Ministry of the Attorney General may give consideration for the successful candidate to work from the current ministry locations listed below:

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.

**What we are looking for:**

## Technical Knowledge:

- You have demonstrated knowledge of common sociological issues (eg: vulnerable adults living independently)
- You have knowledge of the legal system and court systems
- You have knowledge of real estate and trust management, community based health and social services agencies
- You have knowledge of adult learning principles and techniques, to develop and deliver training, and provide learning tools
- You can participate in policy and procedure development

## Research and Analytical Skills:

- You have proven research and analytical skills
- You have demonstrated evaluation and problem-solving skills
- You have experience in developing, revising, distributing and communicating policies and procedures

## Project Management Skills:

- You have proven project management and co-ordinating skills
- You have the ability to plan, prioritize, balance and control diverse concurrent activities
- You can incorporate changes and ensure timely results

## Communication and Interpersonal Skills:

- You have proven oral and written communication skills and can develop specialised training materials
- You have consultation, interpersonal and client service skills with ability to develop business relationships with stakeholders
- You have excellent written communication skills to prepare training materials and draft reports for briefings and policy/issue papers

## Computer Proficiency:

- You have demonstrated knowledge of Microsoft Office software to research, develop materials and reports

## Mandatory Requirement:

- This position requires travel throughout the Province as required

**Posting Date:** Monday, March 7, 2011

**Closing Date:** Monday, March 21, 2011 11:59 pm EST

**How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**Remember:** The deadline to apply is Monday, March 21, 2011 11:59 pm EST.  
Late applications will not be accepted.

**Note:** We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

**The Ontario Public Service is an equal opportunity employer.  
We will accommodate your needs under the Ontario Human Rights Code.**

