CSBD
Community Services
OF BELLEVILLE
AND DISTRICT

EXTERNAL POSTING

ADULT PROTECTIVE SERVICES WORKER
Part-time, 2-3 days per week

Community Services of Belleville currently has a contract position available for an Adult Protective Services Worker to provide services to individuals living throughout Central and North Hastings, specifically, Madoc, Tweed, and Bancroft although travel may be required throughout Hastings and Prince Edward Counties.

Under the supervision of the Adult Protective Services Manager and/or the Director of Community Programs, the successful candidate will provide support to adults with a developmental disability, to live as independently, safely and securely as possible in the community.

Responsibilities Include:

- Provision of case planning, advocacy and service coordination for a case load of 10 to 15 individuals.
- Regular consultation with adults with diverse life experiences to identify needs and goals, including dealing with a variety of situations with empathy and diplomacy.
- Refer to other specialized services or supports, as required.
- Facilitating the application process for assessments and funding.
- Working well independently, as well as collaboratively with a team.
- Maintaining accurate case records through electronic client record software.

Qualifications

- A Developmental Services Worker (DSW) diploma, Social Services Worker (SSW) diploma or equivalent post-secondary degree/diploma.
- Three (3) years' experience (minimum) supporting adults with a developmental disability.
- Excellent communication and interviewing skills, interpersonal skills.
- Excellent time management skills.
- Demonstrated knowledge of developmental services and the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act.
- Working knowledge of the legal system, Children's Aid, Landlord Tenant Act, Ontario Disability Support Program (ODSP), Developmental Services Ontario & Passport funding.
- Working knowledge and experience with local community resources across sectors.
- A car and a valid Ontario Driver's License are required. Travel throughout Hastings and Prince Edward County, is expected.

Employment Package
This position involves a 2-3 days per week, flexible work schedule (may include occasional evenings) that will be determined by the needs of the individual. The salary range for this position is $ 32 to $37 per hour based on education and experience. CSBD invites applications from all qualified individuals. CSBD is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Qualified candidates are encouraged to submit resumes to:

Community Services of Belleville and District
12 Moira Street East
Belleville, Ontario
K8P 2R9
Email: hr@csbd.on.ca

Please include "**Part-time APSW "** in the subject line.

Closing Date: December 7, 2026