



ADULT PROTECTIVE SERVICES (APS) WORKER- Fixed-Term contract for 12 months

Community Services of Belleville currently has a contract position available for an Adult Protective Services Worker to provide services to individuals in Hastings and Prince Edward Counties.

Under the direct supervision of a Clinical and Program Manager, 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 20 to 30 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 counties is expected

Employment Package

This position involves a 35-hour 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 **\$ 58,174.70 to 66,602.81** per year, prorated to start date.

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 no later than **July 7, 2026**.

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

Please include **"APS Contract"** in the subject line.