



Trustee Worker

1 Contract Position: 37.5 hours per week, until March 31, 2014

Job Posting # TW 02 12

Summary

The Trustee Worker is responsible for the ongoing, flexible support to individuals at risk of homelessness, possibly living with mental illness, learning disability, and/or addiction issues, who lack money management skills. The Trustee Worker provides the necessary tools for individuals to manage their financial affairs at the highest degree of independence possible through individualized and group support. The Trustee Worker works as a member of a multi-disciplinary team within CMHA-Peterborough's administrative services, working closely with clients' case managers and other program staff.

Responsibilities

- Prepare and maintain client financial records
- Ensure client expenses are paid in a timely fashion
- Negotiate with creditors/collection agencies and advocate for clients' rights
- Assist clients in developing and implementing long-term plans for meeting their financial obligations
- Assess skill level of individuals in order to assist in the development of their short and long-term financial goals
- Offer educational money management sessions/workshops to assist individuals to arrive at the highest degree of independence possible
- Develop and promote partnerships with clients, family members and other service providers
- Ensure that all client program exits are planned in order to provide clients with transitional support
- Maintain documentation and filing ensuring that information is accurate, up-to-date and accessible
- Liaise with various community agencies, institutions, local groups and professionals as required
- May prepare individual income tax returns

Qualifications

- Completed post secondary education in Business Administration, Accounting, Personal Finance
- 2 – 3 years previous administrative experience including bookkeeping
- Experience working within the mental health system would be an asset
- Knowledge of ODSP, OW and CPP services/program directives would be an asset
- Proficient abilities in the use of computer software programs and tools – Quicken, Microsoft Office, Internet
- Strong interpersonal and communication skills
- Ability to organize work and meet deadlines
- Flexible with demonstrated ability to work independently, as well as, within a team
- Satisfactory Police Records and Vulnerable Sector Screening check

Wage Range

- Salary Range - \$18.17 to \$21.38 per hour

Deadline for Applications: Friday, February 3, 2012

Please reference the specific posting # in your cover letter.

Mail	Human Resources Dept CMHA-Peterborough 466 George St. North Peterborough, ON K9H 3R7
Fax	705.748.4078
E-mail	hr@peterborough.cmha.on.ca
Website	www.peterborough.cmha.on.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.
CMHA - Peterborough endorses the principles of workplace equity and workforce diversity.
Qualified designated members are encouraged to apply.

