INTERNAL/EXTERNAL ADVERTISEMENT

COCHRANE TEMISKAMING RESOURCE CENTRE
ANNOUNCES A VACANCY FOR:
A PASSPORT WORKER

#26-65: One (1) Part-Time Passport Worker

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Passport Worker to join its team in Timmins. CTRC is a regional developmental services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along James and Hudson Bay. The successful candidate will offer support to individuals with developmental disabilities. These persons will actively participate in supporting individuals to utilize passport and other sources of individualized funding. Supports include having individuals' access community services to promote inclusion. Passport Workers will help individuals assess interests and promote skills including the exploration and identification of personal preferences. They will also help guide individuals in the completion of the specific interests/activities at hand through supervision and direction as well as directing individuals' social interactions to reflect socially appropriate conduct. Passport Workers provide sensory stimulating experiences for therapeutic and enjoyment purposes and will help individuals as required with eating, hygiene, personal care and behaviour difficulties as per guidelines using support strategy principles.

Only those with a sincere interest, ability and competence to work with individuals who have a developmental disability will be considered for this position. Possessing a diploma or degree in one of the Human Service fields is preferred. This person should demonstrate the ability to promote and maintain harmonious relationships with individuals who have a developmental disability, peers, families and the community at large. The successful candidate should have good communication and organizational skills. Candidates should also have the ability to relate to clients with diversified backgrounds and assume professional responsibility and keep their supervisor informed. Furthermore, innovation, creativity and dedication to the philosophy of Person Centred Planning is essential. Possession of an updated First Aid Certificate (including Heart Saver CPR) and CPI, or willingness to obtain such is necessary. A class G driver's license is essential.

Part Time employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are eligible from hire date to join the plan. Extended Health Benefits (80% of drug costs) Life insurance ($25,000), dental ($1,500/yr.), vision ($300/24 months) and para-medical coverage ($400/year) with all premiums paid by employer are provided.

Part-Time Employees may be scheduled up to 56 hours every 2 weeks and may accept extra shifts offered. Personal Emergency Days as per ESA and Collective Agreement.

Wage: $27.72 – $28.23/ hour

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:

COCHRANE TEMISKAMING RESOURCE CENTRE
c/o Human Resources
600 Toke Street
Timmins, Ontario P4N 6W1
or email: careers@ctrc.on.ca
View our website at www.ctrc.on.ca

Posting date: September 25, 2026 @ 4:15PM
Closing date: October 2, 2026 @ 4:15PM

An Equal Opportunity Employer

This position has been advertised internally and externally. We thank all applicants and wish to advise that only those selected for an interview will be contacted.
Please advise us should you require accommodations during the interview.