



*Because children depend on all of us*



If you are looking to join an organization which offers a  
meaningful **JOB OPPORTUNITY** then **CAST**  
is the place for you!

The Children's Aid Society of (CAST) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you.

The following job share (50%) opportunity is available until June 2017 and applications are invited:

**TITLE/BRANCH**

Case Aide  
Etobicoke Branch

**LOCATION**

Location: Downsview/Sheppard

**SALARY RANGE: \$56,010 - \$64,491 (pro-rated)**

**PURPOSE:**

Provide a support function to Child Welfare staff with respect to Family Service clients and children in care.

**MAJOR RESPONSIBILITIES:**

1. Assists workers with placement of children by accompanying them and by handling instrumental and supportive tasks.
2. Arranges transportation for children at home and in care, to visits, appointments or court, and notifies all parties of the arrangements.
3. Transports children to visits or appointments when CTC drivers are unavailable or when ongoing supervision is required.
4. Accompanies workers, clients or children to specific appointments.
5. Provides relief for parent clients in the community by caring for their children and/or home for short periods of time.
6. Provides workers with child care assistance during complex sessions with clients.
7. Supervises family visits and takes detailed case notes.
8. Books appointments for children in care, community children and family members.
9. Obtains information on various community programmes and services.
10. Searches file recordings to collect and retrieve reports, letters and/or information.
11. Files (and records) documents in workers' files as requested (i.e. Teams to set

- up system for collecting documents, making files available and booking case aid's time for filing).
12. Organizes Family and Children's Services files.
  13. Requisitions funds for Family Service clients, foster parents and children care.
  14. Maintains in good order toy supplies for reception and interview rooms.
  15. Assists Family and Children's Services workers with other responsibilities as required.
  16. Work in a safe manner in accordance with the Society's health and safety policies and procedures, and all relevant legislation.
  17. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
  18. Uses sound judgment in consideration of financial resources.
  19. Complies with Society's financial policies and procedures.
  20. Performs other tasks as required.

**QUALIFICATIONS:**

**Education and Experience**

- Secondary school graduate.

**Knowledge and Skills**

- Experience caring for children of all ages from infancy through adolescence.
- Previous experience in delivering life skills mentoring.
- Demonstrated effective clinical approach when working with clients who have emotional distress and mental illness.
- Demonstrated knowledge of parenting skills and child/parent attachment.
- Proven ability to communicate, both verbally and in writing.
- Experience with computer software, i.e., Microsoft Office.
- Valid Ontario G or G2 Driver's License.

**ASSETS:**

- Familiarity with the road systems of Toronto and the surrounding G.T.A.
- Knowledge of Children's Aid Societies mandate and operations.
- Previous experience in working with social workers and foster parents in a supporting role.
- Demonstrated customer service proficiency.
- Genuine interest in and aptitude for working in a field of service to children and families.
- Proficiency in a second language

**THIS POSITION IS WITHIN THE BARGAINING UNIT**

**Anti-Oppression/Anti-Racism at CAST**

*CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CAST**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

Please apply online at [www.torontocas.ca](http://www.torontocas.ca) under employment section or applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.

**POSTING DEADLINE: WEDNESDAY AUGUST 3, 2016**