



KUNUWANIMANO CHILD & FAMILY SERVICES

Competition No. 16-32

Job posting for one (1) full time Case Aide Worker

- **Constance Lake, ON.**

Kunuwanimano Child & Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage. Reporting to the Manager, and as part of the Child and Family Services team, the Case Aide Worker is responsible for supporting the Service Team in the delivery of services to an assigned caseload of children and families within the 11 First Nations communities served by Kunuwanimano in accordance with the Child and Family Services Act in the province of Ontario.

Requirements:

- Provides fair, equitable, respectful and culturally relevant service to First Nations children and families, consistent with the vision, mission and values of Kunuwanimano and subscribes to the organization's values and complies with its' By-Law's, Policies and Procedures;
- Arranges transportation for children at home or in care to attend a variety of appointments, visits, meetings and/or court;
- Ensures client records, documents, case recordings and case notes are up-to-date;
- Participates on a variety of internal committees and work teams as required;
- Provides support to members of the service team during the investigation of allegations of child abuse and/or maltreatment inclusive of conducting thorough records checks;
- Ability to work independently and as a team member and willing to assume duties as may be required or directed;
- Post-secondary diploma in a related field (social service worker, child & youth worker, etc.), also, relevant post-secondary diploma/certificate in office administration or equivalent; combination of education and experience within a human service environment may be considered;
- 1-3 years related experience in office administration with progressively responsible administrative responsibilities;
- Demonstrate excellent interpersonal skills in order to liaise with a variety of internal and external contacts;
- Ability to speak a Native language will be considered a major asset.

A detailed job description is available upon request.

Please refer to our website: www.kunuwanimano.com/employment.htm, for posting details. Please quote Competition No. in your cover letter and resume, and submit no later than **Monday, September 26, 2016, at 4:30 p.m.** to HR@kunuwanimano.com, fax 705 268-9272 or by mail to:

Human Resources,
Kunuwanimano Child & Family Services
38 Pine Street North, Unit 120 Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants in our hiring processes. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Only those considered for an interview will be contacted.