

Position:	Case Aide	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2018-60	Number of Positions:	1
Employment Type:	Full-time Contract (6 months)	Location:	Sharbot Lake, ON
Date Posted:	August 27, 2018	Closing Date:	September 03, 2018

Position Summary:

Case Aides are responsible in providing a support function to case management staff with respect to children/youth and families receiving services from the Agency whether the family is birth/natural family, Kin family, foster care family or adopting family. Case Aides provide a variety of services in support of case management duties assigned to a case Worker such as; supervise visiting /drop off arrangements between children and families. Provides assistance to families involved with child welfare services and/or child in care clients that is supportive, educative, and empowering; undertakes a variety of social service support responsibilities that are complementary to the role of the case Worker.

Required Qualification:

- Minimum of Community College diploma in Child & Youth worker program; Social Services Worker program; Behaviour Science program; etc.);
- Knowledge of Child and Family Services Act;
- Sound knowledge of child development and adolescent behaviours;
- Excellent engagement skills with both children and adults;
- Effectively develop & implement strategies to assist in identified areas of risk or concern;
- Excellent skills in providing services towards enhancing understanding and skill development for caregivers;
- Excellent negotiation and crisis intervention skills;
- Able to work independently and effectively, as a member of a multi-disciplinary team;
- Possess skills to effectively problem solve and work collaboratively with others;
- Excellent verbal and written communication skills;
- Excellent organization and time management skills;
- Possess a valid driver's license with access to a reliable vehicle;
- Computer literacy;
- Flexible hours of work are required such as working early mornings and/or evenings /weekends.

JOB DESCRIPTION:

1. HEALTH AND SAFETY

- a. Work in compliance with the Occupational Health and Safety Act and Regulations and Agency's health and safety policy and procedures.
- b. Identify and report any health and safety issues.
- c. Assist with the development of health and safety solutions through a Joint Health and Safety Committee representative.
- d. Promote health and safety in the workplace.

2. SERVICES TO CHILD/YOUTH AND/OR FAMILY

- a. In collaboration with the family and the assigned worker(s), as part of the team approach to service delivery leverage observation and assessment skills to support client service delivery.
- b. Regularly consults with service delivery worker, agency staff and community service providers involved with the child/youth and/or family in relation to the service delivery plan.
- c. Work individually, participate in group work and/or work in collaboration with community partners depending on the needs of the child/youth and/or family, as part of the ongoing management of the Service Plan.
- d. Meet with walk-in clients and attend client appointments on behalf of Service Delivery Staff when Service Delivery Worker is not available and only in the capacity to gather information or accept information that the Service Delivery Worker may require.
- e. Assist with emergency drives and/or access only when the assigned Workers are not available to do the drive or visit.
- f. Attend client visits with Service Delivery worker and draft case-notes for the Service Delivery Worker to finalize and save in CPIN. Complete visits in foster homes or with youth as necessary.
- g. Provide assistance to any new admission; connect with foster parents, parents and worker's schedules, arrange access, supervise access, request volunteer
- h. Schedule appointments or meetings such as visits, access, volunteer drives, FCC's
- i. Provide support and assistance to Life skills development, such as housing searches, financial literacy, and employment programming.

3. ADMINISTRATIVE RESPONSIBILITIES

- a. Maintain up to date up to date contact logs for each child/youth and/or family, and other administrative work required by Agency policy and Ministry standards.
- b. Attend any required meetings pertaining to child/youth and/or family such as Risk Management, Family Centered Conferences, APPC, Plan of Care meetings, and ADR. Attend all community partners meetings, as deemed relevant to case planning.
- c. Complete required Agency paperwork such as timesheets and expense claims.
- d. Assist the Service Delivery Worker in making collateral calls and contacts related to service delivery.
- e. Process and gather information required from the collateral or services provider.
- f. Assist workers in filing out necessary paper work (i.e. referrals, access visits, drives, summer camps)

4. COMMUNITY AND PROFESSIONAL DEVELOPMENT

- a. Participate in public education, public relations activities, and Board and committee functions, as required.
- b. Participate in Agency Project teams and committees.
- c. Acquire and update professional skills and knowledge through formal and informal, internal and external training opportunities and education.

5. OTHER

- a. Provide caseload coverage during staff absences, arrange for transportation of children, attendance at court, back up duties of other case aides, etc.
- b. Attend and participate in staff and team meetings.
- c. Participate in program development and evaluation activities including the development and/or improvement of parenting programs, child/youth groups, and support groups for families (includes foster parents and foster siblings).
- d. Perform other duties as required and assigned.

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfila.ca Interested and qualified applicants are invited to apply in writing by September 03, 2018
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfila.ca .

NOTE: We are a scent-free workplace.