Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Case Manager, Shkabewis House

Classification:	Regular Full Time	Range:	$49,883 – $72,320
Hours:	35 hrs/wk. (9:00am-5:00pm or 1:00pm-9:00pm)	Location:	Shkabewis House

Position Summary

Under the direction of the Residential Supervisor, Shkabewis House, the Case Manager will work collaboratively with residents to administer formal psycho-social assessments/ addictions assessments, formulate concrete goals/ objectives and identify appropriate internal and external resources to meet identified needs.

Main Responsibilities

- Provide fair, respectful and culturally relevant services to Indigenous children and families, consistent with the mission, vision, and values of Native Child and Family Services of Toronto.
- Receive requests and referrals from NCFST's centralized Intake/ Screening Team or external services.
- Administer psycho-social assessments and addictions assessments and ensure proper documentation.
- Administer cultural assessments in partnership with the case management and counselling teams.
- Conduct in-depth interviews with the residents and members of their family to gather all required assessment information.
- Form and foster therapeutic relationships with residents.
- Gather collateral information as appropriate from schools, other community service agencies, etc.
- Complete all required documentation including manual records, statistical reporting and input into NCFST's computerized case management system.
- Identify and refer cases to the appropriate internal and/or external resources and supports and provide necessary information to referee. Attend transfer or other case conferences as required.
- Develop and facilitate mental health and addictions group programming based on the needs of individual residents and the Indigenous community.
- Coordinate and oversee all case recordings and conferences.
- Respond to requests for agency information, case consultations, community public relations requests and document in the eligibility spectrum.
- Participate as a team member in team events, and provide support when necessary.

What we are looking for

- Post-secondary education in a related field. (i.e. Bachelor of Social Work, Child and Youth, Social Service, Addictions Counselling)
- 1 year of experience working with Indigenous peoples in a social services or addictions treatment setting would be an asset.
- Produce a clear Vulnerable Sector Police Record Check.
- Knowledge and awareness of First Nation, Inuit and Metis culture and traditions.
- In-depth knowledge of the spectrum of services provided by NCFST & external resources.
- Knowledge of child development, addictions, trauma related conditions, family systems, domestic violence, child abuse or neglect, etc.
- Ability to work collaboratively with others from a strength-based and culturally-based approach.
- Time management skills to work under the pressure of tight time frames and varying volumes of calls.
- Psycho-social assessment, effective counselling and crisis intervention skills.
- Excellent communication skills, both oral and written, to accurately document all case notes.
- Organizational skills to prioritize a variety of demands.
- Computer skills to utilize all required applicable computer software.

If you are interested in this job opportunity, please apply by email on or before **October 23, 2018** hrncfst@nativechild.org quoting reference number **#18-10-05**

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

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