



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire:

**FULL-TIME CONTRACT TO MARCH 31, 2020
CASE AIDE – SERPENT RIVER FIRST NATION
Starting Salary: \$48,858.00**

Job Summary

Reporting to the Team Supervisor, the Case Aide provides a complete range of case coverage responsibilities to a team of front-line workers (child protection, child in care, investigation and assessment) of the Agency teams.

Qualifications

- Bachelor of Social Work Degree is preferred
- Required University Degree in the Human Sciences
- Experience working in a child protection environment and working with children
- Knowledge of child development, individual and family counselling techniques
- Two (2) years' experience in a First Nation or Aboriginal social services agency

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. 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. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Thursday, May 2, 2019 – 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 Email: hr@nog.ca

Preference will be given to applicants of native ancestry.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca

Job Description

POSITION:	Case Aide
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-time Contract
DATE APPROVED:	2017

JOB PURPOSE

Reporting to the Team Supervisor, the Case Aide provides a complete range of case coverage responsibilities to a team of front-line workers (child protection, child in care, investigation and assessment) of the Agency teams.

KEY JOB FUNCTIONS

Support to Frontline Workers:

Provide support with case coverage responsibilities to frontline workers.

- Accompany Frontline Workers to home visits
- Provide assistance in completing case notes and recordings on appropriate system
- Assist with the completion of Life Books, plans of care, case plans and court documents
- Attend case conferences and other meetings as required
- Provide referrals and letters to agency collateral service providers
- Communicate and follow up with service providers to obtain updates

Administration and Reporting:

Complete administrative functions, reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safe keeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Bachelor of Social Work Degree is preferred
- Relevant college diploma in Human Services may be considered

Minimum Experience

- Experience working in a child protection environment and working with children
- Knowledge of child development, individual and family counselling techniques
- Two (2) years' experience in a First Nation or Aboriginal social services agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledgeable of ministry/legislative standards relating to the full range of child protection services and programs
- Knowledge of external services and service agencies

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent organizational skills
- Excellent administrative skills
- Excellent time management skills
- Ability to work within and meet tight timelines
- Ability to take initiative and work independently with minimal supervision
- Ability to work within a team environment
- Ability to work flexible hours
- Ability to display a positive and helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The position may be based out of the satellite offices in the individual First Nation communities of Batchewana, Garden River, Atikameksheng, Sagamok, Serpent River First Nation and the urban area of Algoma.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Case Aide will typically be in an office setting. The Case Aide is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Case Aide will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Case Aide to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Team Supervisor, Protection & Resource Manager, other Child Welfare Workers, Children’s Support Workers, Cultural Coordinator, Administrative Assistant, Client Records Clerks and other staff.

External

The Ministry of Child and Youth Services, Children’s Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date