



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal 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.

## Addictions Case Manager, Mdewgaan Lodge

Classification:	Contract Fulltime (1 year)	Range:	\$50,886 - \$73,774
Hours:	35 hrs/wk.	Location:	222 Carlton St.

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

### Position Summary

Under the direction of the Senior Supervisor, Housing, the Addictions Case Manager will work collaboratively with residents past, present and future 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 Aboriginal women and children, consistent with the mission, vision, and values of Native Child and Family Services of Toronto (NCFST).
- Receive requests and referrals from NCFST's centralized Intake/ Screening Team and/or external service providers.
- Collaborate with internal collaterals and external service providers to develop and implement wrap-around supports.
- Administer psycho-social assessments and addictions assessments and document as per NCFST's established policies and procedures.
- Administer cultural assessments in partnership with all internal and external collaterals.
- Conduct in-depth interviews with the residents and members of their family to gather all required information to complete assessments.
- Form and foster therapeutic relationships with residents and members of their family.
- Compile collateral information for all residents from internal collaterals and external service providers.
- Maintain a comprehensive understanding of crisis management and the impact of trauma on mental health and addiction issues.
- Identify and refer cases to the appropriate internal and/or external resources and supports.
- Develop and facilitate mental health and addictions group programming based on the needs of individual residents and members of their family.
- Provide outreach case management to prospective residents.
- Work within a diverse multi-service and integrated team and support team members when required.
- Complete all required documentation as per NCFST's established policies and procedures.
- Organize and Attend plan of care meetings as required.
- Prepare and submit accurate funder and client related reports and records.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Other duties as assigned.

## 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) with 2 years of experience in a related position. Alternatively, an equivalent combination of relevant education in a related field and experience working with the Aboriginal community may be considered.
- 1 year of experience working in a mental health facility or residential treatment for addictions facility is a requirement.
- Pass a 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 service providers.
- 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.
- Excellent time management and organizational skills to prioritize a variety of demands.
- Psycho-social assessment, effective counselling and crisis intervention skills.
- Excellent communication skills, both oral and written, to accurately document all case notes.
- Excellent computer and technical skills.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

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If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **January 29, 2021**

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.