



Job Description –Caseworker

Full-time, Maternity Leave Replacement- 1 year contract
Responsible to: Service Delivery Manager and Executive Director

Function

The incumbent will provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. S/he will be responsible for matching volunteer mentors with children and youth, and to monitor those matches to ensure the healthy development of the relationships.

The Caseworker will work within the guidelines, policies and mission of the Agency and will be accountable and responsible for specific projects as assigned. In addition, the incumbent will be responsible for the continued development and service delivery of the '16 to 21 Mentorship Program'.

Key Responsibilities:

- Manage intake of children and youth both the Traditional and 16-21 Mentorship programs, including interviewing, needs assessment, orientation, pre-match safety training and matching
- Manage intake of volunteers including interviewing, screening, pre-match training and matching
- Provide match support for all matches
- Maintain case notes on all cases in accordance with the National Standards
- Participate on committees as required
- Liaise with the GFGS Provincial staff as required within the context of the 16-21 Mentorship Program
- Actively participate in the development and deployment of recruiting initiatives for the 16 to 21 Mentorship Program.
- Organize and/or facilitate workshops for volunteers in the 16 to 21 Mentorship Program on relevant topics
- Liaise with the Department of Youth Protection, Batshaw, schools, other youth service agencies and/or community groups, clubs or the public in general as required
- Assist with recreation events/fundraisers as required
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy
- Complete a yearly performance appraisal including goals and objectives for the coming year

- Remain aware of federal and provincial privacy legislation and the agency's privacy policies and practices

Qualifications and Skills:

- In accordance with Big Brothers Big Sisters of Canada's National Standards, all Mentoring Coordinators must: "have a two-year post-secondary diploma in a related field (e.g., education, social or human services, social work, child and youth work, family studies etc.)."
- Bachelor's Degree in a related field a strong asset
- 2 to 3 years of relevant experience
- Previous experience working with the Department of Youth Protection is an asset
- Know the community and institutional resources available (health and social services network, the education sector, etc.);
- Knowledge of the Youth Protection Act (YPA), Youth Criminal Justice Act, and other elements of the legal framework applicable to youth protection is an asset
- Highly organized with strong attention to detail and ability to prioritize, and multi-task
- Strong interpersonal skills
- Ability to take initiative; including proactivity, problem-solving skills, critical thinking and the ability to be a self-starter.
- Ability to work independently as well as with a team
- excellent oral and written communication skills (French and English- **must be bilingual**)
- ability to interact with people of all ages and cultural backgrounds, as well as the ability to develop a therapeutic relationship in both English or French
- sound computer skills
- ability to work flexible hours, including some evenings and weekends
- Must possess a valid drivers license and have regular access to a **vehicle** (mileage accrued paid by Agency)

Interested candidates must submit a copy of their CV and cover letter indicating salary expectations to: megan.semenchuk@bigbrothersbigsisters.ca, rprihoda@yourdefence.ca, and suzanne_labonte@hotmail.com . Applications must be received by: April 11th,2022

While we appreciate interest in this position, only those offered an interview will be contacted.

Job Type: Full-time, Replacement, Contract (with a possibility of permanency)

Salary: \$40,000.00-\$50,000.00 per year