


CASE AIDE JOB DESCRIPTION

	Immediate Supervisor	Executive Director
	Location	Manitoulin Island
	Grid Placement	AS2

OVERVIEW:

Under the supervision of the Service Supervisor, the incumbent is responsible to coordinate and facilitate access visits between children and their family members, providing services on the continuum of access arrangements and assist staff in providing direct support services to children, youth, and families.

DUTIES AND RESPONSIBILITIES:

1. Organize, coordinate, supervise, and/or monitor access visits between children and their family members.
 - Organize visiting schedules and book facilities (i.e. home, community, or office) in consultation with the assigned workers.
 - Arrange or provide transportation for children to and from access.
 - Ensure that the physical access location is clean, comfortable, and equipped with age-appropriate toys and games.
 - Clarify the roles and responsibilities of each person participating in visits and coach family members regarding what is expected of them during visits.
 - Discuss planned visiting activities and providing opportunities for debriefing and feedback after each visit.
 - Coach family members regarding what is expected of them during visits to ensure that visits are child-focused, meaningful, purposeful and contributing to the family's service plan goals.
 - Ensure that access visits remain child-focused and coach caregivers in this regard.
 - Resolve visit-related problems, particularly difficulties regarding parent-child interactions.
 - Implement safety plans where necessary, and effectively intervene during a visit if a child's safety or well-being appears to be at risk.
2. Record details of all contacts with children, families and service providers, including information in relation to the care, health and well-being of children and the behaviour of caregivers.
3. Assist transitional aged youth in care through provision of individual support relative to attending appointments and access with family and community.
4. Communicate information regarding family progress, changes, and/or case updates to the supervisor and report any information that may impact on the safety and well-being of children.
5. Advise children and families of the agency's complaint process and report any service-related concerns.
6. Participate in case conferences and other case planning meetings and collaborate in the service plan with families.
7. Provide individual support to families in their home with parent coaching and support service relative to the current service plan and collaboration of service supports.
8. Write affidavits and other court-related documentation and testifying in court when required
9. Perform other related duties as required.
10. Communicate information regarding families' progress, changes, and/or case updates and report any information that may impact on the safety and well-being of children.

11. Advise children and families of the agency's complaint process and report any service-related concerns to the relevant worker and/or supervisor.
12. Participate in case conferences and other case planning meetings.
13. Testify in court when required.
14. Complete all documentation required within Ministry standards and agency time frames (i.e. contacts, case notes, recording documents, affidavits, and court-related documents).
15. Perform other related duties as required.

QUALIFICATIONS:

Education:

Two (2) year Social Service Worker, Child and Youth Worker diploma, or other diploma in the social services field with relevant experience.

Experience:

Relevant experience working with children and families, preferably in child welfare and/or social services.

REQUIREMENTS:

- Knowledge of relevant legislation, regulations, and Ministry standards.
- Good understanding of the agency's values, service philosophy and objectives.
- Clinical knowledge of child maltreatment, child development, attachment and separation, and family dynamics.
- Demonstrated clinical and counseling skills to provide assessment, engagement and support services to families and children.
- Demonstrated cultural competency and clinical practice within an anti-oppression framework.
- Knowledge of evidence informed practice.
- Familiarity with community resources.
- Demonstrated ability to work effectively both independently and within a team.
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills.
- Demonstrated presentation skills to represent the society in the community and legal proceedings.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of community resources.
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information.
- Extensive knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), Lotus-Notes, Frontline).
- Possess and maintain a valid Class "G" Driver's License and personal insurance coverage with access to a reliable vehicle.
- Demonstrated ability to work in a fast-paced work environment and to deal with stressful situations.
- Demonstrated ability to work with a vulnerable population which includes working with clients who are dealing with mental health, addiction and poverty issues.
- Must be able to work flexible hours, possess own reliable vehicle, valid driver's license, proof of vehicle insurance (\$2 million rider liability) and travel as required.
- Must be willing to provide a "Criminal Record Search with Vulnerable Sector Screening", "Driver's Abstract" and sign a "Declaration Oath of Confidentiality."

Work Environment:

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, will occur within the workplace.
- Positions in the field of Anishinabek Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- Employees can expect there will be times they will encounter inclement weather conditions while driving.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities and duties assigned to the position.

Employee's Signature	Print Name	Date (dd/mm/yy)

I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.

Supervisor's Signature	Print Name	Date (dd/mm/yy)