



## **POSITION TITLE: Casework Assistant**

**TERM: Full Time**

**SUPERVISOR: Team Leader**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework. These services are supported in partnership with the Shuswap Nation Tribal Council.



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### **Job Summary**

SCFSA believes that community connection and culturally appropriate family centre delivery of services is paramount to creating and enhancing a healing culture for our communities.

Under general supervision, the Casework Assistant provides case management assistance to the team of social workers for a variety of day-to-day administrative procedures in ways that allow them to concentrate on dealing with their clients.

### **Duties and Responsibilities**

#### **Operations:**

- Performs administrative support tasks and other related duties to include general office duties, inputting case documentation, compiling social and economic data, scheduling and assisting in meetings with clients;
- Data entry and retrieval of client information into MIS/ICM/Best Practice;
- Performs basic computer searches for client histories and assist clients in obtaining required information and documents;



- Schedules required appointments for doctor visits, family visitations, court appearances; arranges or provides transportation for child(ren) and clients;
- Advises clients of available child welfare services and resources; provides specific program information to clients and may refer to community resources;
- Creates forms for use within the team, updates and retains copy for use by staff, and plans and organizes events and participates as required.

## **Child Protection:**

- Documents and provides written information, as dictated by the Caseworker, a child's need for protection and assists in documenting a risk reduction plan;
- Assists in the planning of supervised visits and ensures that adequate care is received;
- Assist in purchasing clothing, food and other necessities;
- Other related duties as assigned or reasonably required;
- Makes home visits to assist Caseworkers in assessing family functioning and conducting other home visits as required by the individualized service plan or court order.

## **Case Management:**

- Assists Caseworkers in case management meetings, obtaining other services such as daycare or medical care; coordinating activities with law enforcement; courts and provides reports to the courts;
- Contacts public and private health, welfare and social agencies and related community resources for the purpose of obtaining services for clients and their families;
- Assists Caseworkers to document client interviews and report findings, which may affect medical, financial, and psychiatric care and treatment plans, to Caseworkers;
- Participates in meetings and conferences for the purpose of overall program planning, diagnostics, and treatment for children and their families;
- May assist in advocating for client(s) in obtaining services in achieving individualized service plans.

## **Community Development:**

- Assists in planning and implementing community education and prevention programs;
- Assists to conduct education and public information campaigns to build capacity at the community level;
- Other duties as assigned or required.

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

## **Qualifications:**



## **Education and Experience:**

- Grade Twelve Diploma or equivalent, plus Post-secondary education such as a diploma or certificate in a related field.
- Two years' experience in office administration;
- Knowledge of specific program area and related Provincial and Federal legislation, regulations, standards and practices;
- Experience and knowledge of local aboriginal communities and their needs.

## **Skills and Abilities:**

- Ability to work independently to establish effective interpersonal relationships and to use integrated case management;
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Ability to self-regulate, meet deadlines, have attention to detail with strong accuracy;
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture;
- Good oral and written interpersonal and communication skills.

## **Working Conditions**

- Occasional travel required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with on-going direction and consultation with Team Leader.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's Licence class 5 no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong to!

## **Directly Supervises:**



- None

## Pay Grade

- starting wage \$26.1816 per hour.
- An eligibility list may be created.

## **SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES**

**Chylane Diablo – Human Resources Advisor**

By September 11, 2020

300 Chilcotin Road, Kamloops, BC V2H 1G3

[Chylane.diablo@secwepemcfamilies.org](mailto:Chylane.diablo@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.