



## Job Posting:

### Caseworker

Full-time (35 hrs/week)

Closing date October 22<sup>nd</sup> 2021

Big Brothers Big Sisters of Dufferin & District ([www.bigbrothersbigsisters.ca/duffeirn](http://www.bigbrothersbigsisters.ca/duffeirn)) is a registered charity committed to enable life-changing mentoring relationships to ignite the power and potential of young people. Since 1972 our agency has been matching children with caring adult mentors resulting in life changing relationships both for the child and for the volunteer.

We are currently seeking a full-time Caseworker to join our agency. In this role the Caseworker will screen and match volunteers and children in our programs as well as helping to support and monitor the matches over time. Ideal candidates should be passionate about serving youth and families, have superior interpersonal and open communication skills, and are vibrant, flexible, and compassionate.

#### Primary Responsibilities

- accept and document application of potential volunteers and clients (including parent, guardian, child, youth, etc.)
- manage intake of children and volunteers including orientation, interviewing, screening etc.
- conduct reference checks of potential volunteers
- inform volunteers of their acceptance or rejection
- inform families of the reasons for the denial of service or for the closing of an application or referral
- contact schools or other involved social service agencies as appropriate for assessment input
- conduct the Pre-Match Training program with Mentors, Mentees and parents/guardians
- maintain case notes on all cases in accordance with the National Standards
- facilitate match closure process for Mentor, Mentee and parent/guardian
- provide regular reports to Executive Director, or special reports as requested
- maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy
- ensure all mentees, parents/guardians and Mentors are informed of any pertinent agency information such as group programs, change of policy, change of address etc.
- perform administrative functions as required to manage caseload
- make referrals to other agencies as warranted
- participate on committees as required
- liaise with schools, other youth service agencies, other community groups, clubs or the public in general as required
- assist with recreation events as required

- 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:

- Minimum requirements include a degree or diploma in social or human services, education, child and youth work, psychology or family studies.
- Familiarity with Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Excellent social and interpersonal skills
- A valid driver's licence and access to a reliable vehicle.
- Applicants will be required to pass a satisfactory vulnerable sector police check.

This Position:

This is a permanent full-time 5-days per week (35 hours) position reporting to the Executive Director. Daytime travel and some evening and weekend work will be required.

How to Apply:

To apply please forward your resume and cover letter to the attention of Nancy Stallmach, Executive Director at [nancy.stallmach@bigbrothersbigsisters.ca](mailto:nancy.stallmach@bigbrothersbigsisters.ca). Please apply by 4:30 p.m. October 25, 2021.

Big Brothers Big Sisters of Dufferin & District is committed to a fair and inclusive work environment. We will endeavour to accommodate the needs of qualified applicants in all parts of the hiring process.

We thank all applicants for their interest in this position. Please note that only those selected for an interview will be contacted.

More information about our Agency is available on our website at [www.bigbrothersbigsisters.ca/dufferin](http://www.bigbrothersbigsisters.ca/dufferin)

<https://dufferin.bigbrothersbigsisters.ca/about-us/career-opportunities/caseworker/>