

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	CASE AIDE Child Welfare Child Welfare Service Manager or Designate	
Issued By: Date Issued:		Date Revised: Classification:	February 20, 2007

PURPOSE AND SUMMARY

Under the direction of the Child Welfare Service Manager or designate, the Case Aide is responsible for providing support for any child receiving child welfare services and assists in carrying out the plan for the child and family. The primary responsibility of this position is to provide care for the child and youth that is consistent with the philosophy, approach, goals and learning environment established by Dilico Anishinabek Family Care.

DUTIES AND RESPONSIBILITIES

I. Service Responsibilities

Under the direction of the Child Welfare Service Manager (or designate), the Case Aide is responsible for:

- a. providing support for the child under his/her care during community outings;
- b. ensuring the safety and well-being of the child while under his/her care;
- c. assisting in carrying out the plan for the child or the family as directed by the Child Welfare Service Manager or designate;
- d. documenting clear and detailed case notes;
- e. providing case notes and all needed documents to worker in a timely fashion;
- f. modeling appropriate behaviours and language;
- g. providing transportation for the child and family as required by the Child Welfare Service Manager or designate;
- h. establishing a healthy relationship with the child and family;
- i. encouraging positive communication with the child and family;

- j. empowering the child to feel worthwhile and valued;
- k. supervising access visits;
- l. reporting immediately to the appropriate person, any child who may be in need of protection or at risk.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

I. Education

A minimum two (2)-year Human Services Diploma is required.

2. Work Experience

- a. a minimum two years experience with Anishinabek children, youth, individuals and families;
- b. preferably Child Welfare experience
- c. Candidates without the specific education qualifications, but who possess an appropriate combination of child welfare experience and other academic qualifications will also be considered.

3. Skills/Abilities

- a. knowledge of theories of human behavior and ability to apply in assessment and planning;
- b. knowledge of risk assessments; counselling skills, child abuse standards, child welfare legislation and regulations;
- c. ability to work as an integral member of a team and work with little or no supervision as may be required;
- d. ability to follow direction and work effectively under pressure;
- e. good planning, organization, problem-solving, decision-making and liaison skills;
- f. ability to collaborate with other resource persons and facilitate planning and action;
- g. good interpersonal, written and oral communication skills;
- h. ability to maintain confidentiality;
- i. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- k. ability to understand and/or speak an Anishinabek language would be considered an asset.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search;
- b. required to work flexible hours, travel regularly and to act on an “on-call” basis as determined by the respective Service Manager in relation to service requirements;
- c. must possess a Class “G” Driver’s Licence, possess a clean driving record and have access to a personal vehicle which will pass a safety inspection.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.