



## **POSITION TITLE: Casework Assistant**

## **TERM: Full Time, Permanent**

## **SUPERVISOR: Resource 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, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

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.



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### **Job Summary**

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. As directed, assistance is provided in the intake and temporary and permanent placements for children. They make referrals for other community resources, assess and monitor, assists in the Aboriginal Family Group Conferences, Mediation, and other dispute resolution mechanisms. It is expected that the Casework Assistant can work independently and as a team member in a multi-disciplinary environment to develop positive working relationships with community groups, agencies, and societies and to provide public education at the community level.

### **Qualifications**

#### **Education and Experience**

- Post-secondary education such as a diploma or certificate in a related field
- One to 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
- A significant combination of education and/or experience will be considered.

#### **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;
- Good oral and written interpersonal and communication skills;
- Recognizes and respects all cultural diversity and has an understanding of Indigenous culture and traditions.

## **Competencies**

The Caseworker Assistant should demonstrate competence in some or all of the following:

- Quality- Sets and attains quality standards that meet or exceed requirements
- Planning and Organizing - Plans and organizes time effectively to meet goals and timetables
- Taking Initiative - Takes the initiative to identify new challenges or opportunities
- Problem Solving - Uses critical thinking skills to solve problems and achieve effective solutions and thinks outside of the box
- Continuous learning – Continuously acquires and applies knowledge, skills and abilities to enhance capacity, performance, and employability and to think about how to bring new ideas to move the organization forward
- Communication information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Delivers on Commitments – Delivers on commitments to internal and external customers, demonstrating a sense of urgency and follow-through
- Relationship Building - Develops strong, cooperative relationships with internal and external clients and colleagues to build long term relationships that foster collaboration and partnership
- Leadership - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement

## **Working Conditions**

- Travel to multiple locations will be required;
- Potential for violence in the workplace;
- May be required to work some non-standard hours;
- Receives regular supervision with direction and checks of the work performed.

## **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 License, class 5 with no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements.

## **Directly Supervises**

- None



## Pay Grade

- Starting wage is \$31.3739

An eligibility list may be created.

## **SUBMIT COVER LETTER and RESUME**

Human Resources Department

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Posted Until Sept 29, 2023

153 Kootenay Way, Kamloops, BC V2H 0E6

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.